




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memo. 299, 2022

MEMORANDUM

TO : **ALL PRINCIPALS, SCHOOL HEADS**
This Schools Division


FROM : **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

SUBJECT : **IMMEDIATE SUBMISSION OF LIST OF TEACHING
AND NON-TEACHING PERSONNEL TO SDS OFFICE
IN RESPECTIVE SCHOOLS**

DATE : **August 3, 2022**

To appropriately account teaching and non-teaching personnel per school, you must submit to SDS Office the required information ASAP – *strictly one copy only to economize.*

A. **Elementary (all)**

| FULL NAME | ITEM | RESIDENCE |
|-----------|------|-----------|
|-----------|------|-----------|

B. **Junior High School (only for detailed in/to because you have PSIPOPS)**

| FULL NAME of Detailed In | ITEM | RESIDENCE |
|------------------------------------|-------|-----------------|
| Talisay IS (from Dapitan City NHS) | _____ | _____ (example) |

| | | |
|---|-------|-----------------|
| FULL NAME of Detailed to Dapitan City NHS (to Talisay IS Bacong, Larayan, etc.) | _____ | _____ (example) |
|---|-------|-----------------|

^If there are no detailed out/in among your Junior HS teaching and non-teaching personnel, submission is not necessary.

C. **Senior High School (all)**

| FULL NAME | ITEM | RESIDENCE |
|-----------|------|-----------|
|-----------|------|-----------|

D. **Integrated Schools / Schools with Extension Classes (segregate Elem. Junior, Senior)**

**DOING WHAT IS RIGHT,
WITH HEARTS AND SOULS
GLADLY SERVING!**

