



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

June 14, 2024


MEMORANDUM TO:

Elementary and Secondary School Heads

Attention: Administrative Officer II  
Administrative Officer IV

Per instruction from DepEd Regional Office during the meeting on June 13, 2024 with the representative of Ako Bicol (AKB), we are instructed to submit list of Teachers, Non-Teaching Personnel, Contract of Service and Job Order with their birth month.

With this we are required to submit said report on or before June 18, 2024. You can download the template to this link <https://bit.ly/Submissionnamebirthdate>. Then send your report to this link <https://forms.office.com/r/G5gbsv0yvT>

  
SOCORRO V. DELA ROSA  
Schools Division Superintendent