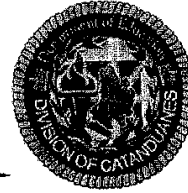





Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM TO : Public Schools District Supervisors
Elementary & Secondary School Heads

FROM :  **MARIANO B. DE GUZMAN**
Officer-In-Charge
Office of the Asst. Schools Division Superintendent

SUBJECT : Accomplishment & Submission of LIST OF TEACHING AND NON-TEACHING
PERSONNEL (Forms 1A & 1B)

Date : September 3, 2013

RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
Date SEP 04 2013
Time 8:32
By G

The updating of DepEd Personnel Records in the Regional Office as well as in the Division Office is done by all the school heads every month July of each school year. In this connection you are hereby reminded on the submission of the List of Teaching and Non-Teaching Personnel (Forms 1a & 1b) following the attached format.

Please submit the Forms 1A & 1B at the Planning Section in hard and soft copy (in excel format) on Friday, September 13, 2013.

Please be guided accordingly. Strict compliance is hereby enjoined.