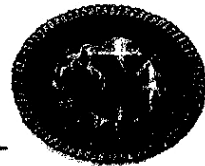


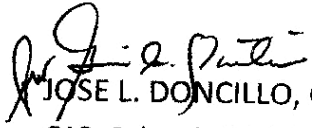


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO : Public Schools District Supervisor
Elementary & Secondary School Heads

FROM :  JOSE L. DONCILLO, CESO VI
OIC, Schools Division Superintendent

SUBJECT : **REQUEST DATA ON THE NON-TEACHING FUNCTIONS AND
PERSONNEL OF SCHOOLS**

DATE : November 11, 2013

Per Unnumbered Memorandum dated November 5, 2013 of the Asst. Secretary for Planning and Development, Jesus R. Mateo, all schools are directed to provide data on the attached template re: Non-teaching Functions performed by the schools and the corresponding staff that accomplishes the work, and submit it on or before **November 18, 2013** at the Office of the Schools Division Superintendent.

For immediate information, guidance and compliance.

NON-TEACHING TASKS AND PERSONNEL

(ANNEX 1- Template for Schools)

Name of School:			
Schools Division:	CATANDUANES	Region:	V- (Bicol)
Name of School Head:		Position:	
Email Address:		Mobile No.:	
No. of Enrolees:		No. of Teachers:	

Please list down the non-teaching related tasks and activities currently being done by the school and its staff.
(e.g. budget preparation, liquidation, record-keeping, etc.)

Who among the school staff are currently doing these tasks and activities?

POSITION	QUANTITY	WORK ASSIGNMENTS
<i>e.g. Teacher I</i>	1	<i>SBM focal person in charge of SIP Planning and make sure that SIP is submitted to DO</i>
<i>e.g. Administrative Aide I</i>	2	<i>Prepares budget and other financial</i>

In order of priority, list down the top three (3) non-teaching related tasks that the school needs assistance in to perform more effeciently.

1. _____

2. _____

3. _____

Name and Signature of School Head