



Republic of the Philippines

**DEPARTMENT OF EDUCATION**

Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City



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Division Memorandum

No. 113, s 2017

To : Asst. Schools Division Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ District-In-Charge  
Public Elementary and Secondary School Heads  
Elementary and Secondary ICT Coordinators

From: **SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Asst. Regional Director,  
Concurrent OIC-Office of the Schools Division Superintendent

Subject: **OFFICIAL LIST OF SCHOOL HEADS**

Date: March 7, 2017

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1. In view of the unnumbered Regional Memorandum dated March 6, 2017, all Secondary and Elementary School Heads are hereby advised to accomplish the online form with this URL: **deped.in/negorheads**
2. Prepare the following data before accomplishing the said online form:
  - a. Complete Name (Family Name, First Name, Middle Name)
  - b. Plantilla Position
  - c. School Name
  - d. Mobile Number
  - e. Functional DepEd E-mail Account
  - f. TIN and Birthdate (if DEPED Account is not functional)
  - g. Facebook Account
3. Accomplish the online form on or before March 9, 2017.
4. For widest dissemination and compliance.