



Republic of the Philippines
Department of Education
Region XVIII, Negros Island Region
DIVISION OF NEGROS ORIENTAL
Dumaguete City




August 18, 2017

MEMORANDUM

TO : District Supervisors/District-In-Charge
Secondary School Heads

In order to reconcile the names of personnel/teachers actually assigned in a school against their items in their respective school plantilla, secondary school heads are requested to accomplish immediately the attached forms containing the following items, among others:

- Name of Personnel/Teachers as per School Plantilla
- Name of Personnel/Teachers in the School Plantilla
Deployed to other Schools/Division
- Name of Personnel/Teachers Borrowed from other
Schools/Division


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent

*Incl.: As stated.
LYC/lpsar.*

18 AUG 2017

