

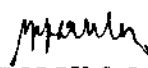



Division Memorandum
No. 814, s. 2019

**URGENT SUBMISSION OF PERSONNEL DATA FOR TEACHING AND
NON-TEACHING EMPLOYEES OF DEPED DIVISION OF NEGROS ORIENTAL**

To : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
Teachers and All Others Concerned

1. To verify and ensure that all PERSONNEL DATA both Teaching and Non-Teaching employees of Deped Division of Negros Oriental are accurate, the field is required to submit the following data per SCHOOL using the format (in Excel Form) attached herewith.
2. Please fill up all the columns provided in the sheet without leaving any information unfilled (put N/A or Not Applicable when the information does not apply or is not available). Make sure that entry for each employee is Correct and True. Thus, it is required that each employee signifies by affixing their signature at the column provided.
3. Completed form per SCHOOL must be accomplished in Soft and Hard Copy. District Offices shall submit the hard copies in one folder, labeled and with list of schools and names of the corresponding School Heads signed by the Public Schools District Supervisor. Submit directly to the Personnel Office c/o Mr. Jason A. Fermiza (Hard Copy) and email to gemmalyn.villarejo@deped.gov.ph (Soft Copy) on or before December 5, 2019.
4. Immediate dissemination and compliance of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V,
Schools Division Superintendent
11/20/19 

27 NOV 2019

Plantilla Item No.	Employee No.	LastName	FirstName	MiddleName	NameExt	Gender	Birthdate	PlaceOfBirth	Residence Address/Zip Code	First Day of Service	Date Last Promotion
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Salary Grade	Step (Base on last promotion)	Status (Permanent, Provisional)	Eligibility	School/Station (warm body)	Contact No.	Email (if possible DepEd Email)	TIN	PHIC_PIN	GSIS_BP_NO	Pag-ibig No.
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Grade/Level handled	JHS-Subject Taught	SHS - ACAD (Subject Taught)	SHS - TVL (Subject Taught)	SHS - Arts & Design (Subject Taught)	SHS - Sports (Subject Taught)	Signature of Employee certifying correctness of data
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