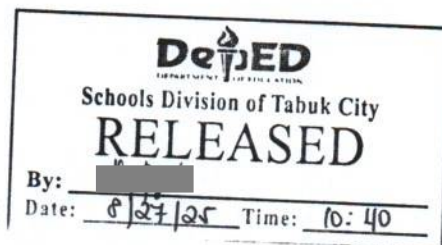




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the School Divisions Superintendent

August 27, 2025

Division Memorandum

No. 349, s. 2025

To: School Heads of Public Secondary and Elementary Schools
All Administrative Officer II
All Concerned

Subject: Submission of the List of School Teaching and Non- Teaching Personnel

1. This memorandum serves to reminds all school heads to submit a complete and accurate list of all school personnel, including teaching and non- teaching staff currently assigned to their respective schools. This list is crucial for various administrative and operational purposes within the school division.
2. Lists should be submitted in a template format on required information.

NAME	POSITION	EMPLOYEE NO.	SCHOOL	EFFECTIVITY OF APPOINTMENT

3. The school Administrative Officer II (AOII) must submit the list of personnel on or before September 5, 2025 at the office of Administrative Office.
4. For your immediate compliance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent