



SEP 11 2014

**DIVISION MEMORANDUM**

No. 435, s. 2014

**IMMEDIATE SUBMISSION OF COPIES OF APPOINTMENT AND CERTIFICATION  
OF FIRST DAY OF SERVICE OF TEACHERS APPOINTED TO CY 2012  
AND CY 2014 TEACHER-1 ITEMS**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. To facilitate the prompt releases/pay off of salaries and other benefits of teachers appointed to CY 2012 and CY 2014 Teacher-1 items, school heads are hereby directed to submit copies of Appointment and Certification of First Day of Service of the aforementioned teachers on or before September 19, 2014, to the Office of Mr. Jeremy Denampo.
2. District Supervisors, Area Supervisors and Area ASDS are hereby enjoined to monitor the immediate submission of the abovementioned documents by the concerned School Heads.
3. Immediate compliance and wide dissemination of this Memorandum is directed.

**ARDEN B. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng14

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: <a href="http://www.depedcebuprovince.com">www.depedcebuprovince.com</a>
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: <a href="mailto:depedcebuprovince@yahoo.com">depedcebuprovince@yahoo.com</a>
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	