

OCT 28 2014

**DIVISION MEMORANDUM**

No. 566, s. 2014

**DIVISION WORKSHOP IN PREPARATION OF FY 2014 SALARY CLAIMS AND OTHER BENEFITS OF TEACHING AND NON-TEACHING PERSONNEL**

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

1. The field is hereby informed of the scheduled "Division Workshop in Preparation of FY 2014 Salary Claims and other Benefits of Teaching and Non-Teaching Personnel" on October 28, 2014 (Southern Districts) and October 29, 2014 (Northern Districts) at Division Social Hall, IPHO Building, Sudlon, Lahug, Cebu City.

2. The primary aim of the workshop is to consolidate all monetary claims of teachers and other personnel of this Division from January to December 2014.

3. The participants to this activity are the following:

Elementary: Three (3) per District

PSDS/OIC/District Caretaker  
District ICT Coordinators  
District Plantilla Custodian/Payroll Maker

Secondary (non-implementing only): Two (2) per School

School Head  
School ICT Teacher

4. Participants are directed to bring the following:

- a. Updated Master List of Teaching and Non-Teaching Personnel in e-copy and hard copy (Pls. refer to attached format.)
- b. District Plantilla / School Plantilla in case of Secondary School
- c. Laptop (plus new USB)
- d. Payroll / Form 7 (from January to October, 2014)

5. Attendance of the aforementioned personnel to the activity is compulsory.
6. Transportation and other expenses of participants, incident to their attendance in the workshop shall be charged against School MOOE/District funds, while meals (lunch and two (2) snacks) shall be charged against Division INSET funds, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum serves as Travel Order of the participants.
8. Immediate dissemination of and compliance with this Memorandum is directed.

  
**ARDEN D. MONISIT, ED.D.**  
Schools Division Superintendent

ADM/rng14

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## LIST OF NON- IMPLEMENTING SECONDARY SCHOOLS

1. ALCOY NHS
2. BADIAN-ALCANTARA NHS EXTN.
3. BAKHAWAN NHS
4. BALAO NHS
5. BANTAYAN SCI NHS
6. DUMANJUG NHS-BITOOON NHS EXTN.
7. BULAK NHS
8. BULAK-TUBOD DUGOAN NHS
9. BULASA
10. CABANGAHAN NHS
11. CABANGAHAN NHS-CORDOVA NHS EXTN.
12. CALAPE-TOMINJAO NHS EXTN.
13. CALUMBOYAN NHS
14. CAMP7 NHS
15. CASAY NHS
16. CATMON NHS
17. CAWAYAN NHS
18. CERDEÑA NHS
19. MANDILIKIT NHS
20. COLONIA NHS
21. CONSOLACION –JUGAN NHS EXTN.
22. CONSUELO NHS
23. DALAGUETE-MANLAPAY NHS EXTN.
24. DAPDAP NHS
25. DON ESTEBAN NHS
26. DON FELOMINO MNHS
27. ESPERANZA NHS
28. GARING NHS
29. GARING-LANIPGA NHS EXTN.
30. GILOCTOG NHS
31. GREENHILLS NHS
32. GUINDARUHAN NHS
33. GUIWANON NHS
34. JOSE R. MARTINEZ MNHS
35. JULIAN ENAD NHS
36. KAL-ANAN NHS
37. KAWIT-ALMACIN TORREVILLAS NHS EXTN.
38. LANA O NHS
39. LANGIN NHS
40. LIBAONG NHS
41. LUCIANO B. RAMA MNHS
42. LUHOD NHS (FEDERICO & SOLEDAD VILLAFLOR MNHS
43. MAGSICO NHS
44. MALOLOS NHS
45. MANTALONGON NHS

46. MANGYAN NHS
  47. MEDELLIN NHS
  48. MINGLANILLA SCI. HS
  49. MOALBOAL NHS
  50. MONTAÑEZA NHS
  51. PILAR NHS
  52. PINAMUNGAJAN NHS-LUT-OD NHS EXTN.
  53. PINAMUNGAJAN NHS-ANAPOG NHS EXTN.
  54. PITALO NHS
  55. PUERTOBELLO NHS
  56. ROSARIO NHS
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57. SALAG NHS
  58. SALAMANCA NHS
  59. SAMBOAN NHS
  60. SAN JOSE NHS
  61. SAN MIGUEL NHS
  62. SAN SEBASTIAN NHS
  63. SANGAT-BALUD NHS EXTN.
  64. STA. FILOMENA NHS
  65. STA. LUCIA NHS
  66. SANTIAGO NHS
  67. SIMALA NHS
  68. JUAN PAMPLONA NHS
  69. TALAGA NHS
  70. TEODORO DELA VEGA NHS
  71. TUBOD NHS(SAN FERNANDO)
  72. TUNGKOP NHS
  73. LORENZO S. TANZA MNHS
  74. USMAD NHS

