



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division of Cebu Province
IPHO Bldg, Sudlon Lahug, Cebu City



July 2, 2015

DIVISION MEMORANDUM
No. 387, s. 2015

**SUBMISSION OF F.Y. 2015 BUDGET PROPOSAL FOR PROMOTIONAL
AND RECLASSIFIED POSITIONS**

TO: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office announces the deadline of submission of Fiscal Year 2015 Budget Proposal for Promotional and Reclassified Teaching and Non-Teaching Positions, this coming July 07, 2015, using the herein attached format. The said budget proposal will be submitted to this email address, *ybanez gera@ymail.com*.
2. All approved 2015 appointments either due to promotion or reclassification must be included in the budget proposal, per district for elementary and by school for the secondary. The DPP and SSPP shall prepare such proposal in collaboration with the District or School Bookkeeper and the District Supervisor or Secondary Head will certify as to the correctness of the entries.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.


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

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Telephone Numbers:

Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 520-3216 loc 102 (Corriente) 104 (Noveras) 105 (Geligi)
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin /Legal: (032) 253-7847

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PROMOTION						
	Names	Effectivity Date of Promotion	Before Promotion		After Promotion	
			Position	Salary	Position	Salary
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

RECLASSIFICATION

	Names	Effectivity Date of Reclassification	Before Reclassification		After Reclassification	
			Position	Salary	Position	Salary
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

email add: ybanez_gera@ymail.com