



April 25, 2017

DIVISION MEMORANDUM

No. 273, s. 2017

**SUBMISSION OF LIST OF EMPLOYEES WITH NO EMPLOYEE NUMBER WHO'S
PLANTILLA / ITEM NUMBER BELONGS TO OPERATING SCHOOLS**

**To: Public Schools District Supervisors
Principals / Secondary School Heads
Bookkeepers of Operating Units**

1. It has come to the attention of this Office that some employees under operating units have no employee number despite of being in the service for number of years.
2. All Bookkeepers of Operating Units, namely, **Daanbantayan National High School, Badian National High School, Buanoy National High School and Bitoon National Vocational School** are hereby informed to submit a report of all teaching and non-teaching personnel with no employee number until now to this Office c/o Personnel Section.
3. Please see attachment and follow the format.
4. Deadline of the submission will be on April 28, 2017.
5. Wide dissemination and strict compliance of this Memorandum is hereby directed.

FOR:

RHEA MARA A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

ESTER M. [Signature]
Assistant Schools Division Superintendent

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Name of School :
As of April 2017

ITEM NO.	NAME			POSITION	EMPLOYEE NUMBER (from DepEd Region VII)
	FAMILY NAME	FIRST NAME	MIDDLE NAME		
1.					
2.					
3.					
X					
X					
X					
X					
X					
X					
X					
X					
X					
X					
X					

Prepared by:

Senior Bookkeeper

Noted by:

Principal/Secondary School Head/PSDS