



July 27, 2017

DIVISION MEMORANDUM

NO. 472, s. 2017

SUBMISSION OF NAMES OF 2017 SERVICE AWARDEES

**TO: Assistant Schools Division Superintendents
Chiefs/Education Program Supervisors/Coordinators/SEPS/EPS
Public Schools District Supervisors/OICs
Elementary/Secondary School/s Heads
All Others Concerned**

1. This Office hereby directs the **Public Schools District Supervisors (PSDSs)** to submit the names or listing of those teachers or nonteaching staffs who already served **40 years or more** in the **Division**. Those who will be rendering **40 years until December 31, 2017** must be included in the listing.

2. Please follow the sample template below:

TEACHERS/STAFFS WHO ARE ALREADY 40 YEARS OR MORE IN SERVICE							
Family Name	First Name	Middle Initial	First Day of Service	Gender	Age	School & Address	Teacher's Contact No.

3. Please submit the needed data on or before **August 18, 2017 (Friday)** via email at **jhergy05@yahoo.com** cc to **v_ybanez@yahoo.com**. List/names must be submitted in alphabetical order using MS Excel format.

4. Sending of incomplete data is strictly prohibited. Reports must be consolidated in the district office. There should only be 55 email messages from the districts that will be retrieved. Multiple email messages from individual schools will be automatically ignored.

5. **Wide dissemination of and strict compliance of this Memo is hereby directed.**

[Signature]
RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent