



December 14, 2017

**DIVISION MEMORANDUM**

No. 879, s. 2017

**INVENTORY OF TEACHING AND NON-TEACHING PERSONNEL FOR THE YEAR  
2017**

**To: Assistant Schools Division Superintendents  
Education Supervisors/Coordinators  
Public Schools District Supervisors/OICs  
School Heads/Caretaker  
All Others Concerned**

1. This Office orders the field to submit inventory of teachers and non-teaching in your respective schools, (please use attach format) in hard and soft copy. Kindly email the soft copy to [hr.cebuh@deped.gov.ph](mailto:hr.cebuh@deped.gov.ph)
2. District Supervisors and School Heads are ordered to secure a copy of plantilla per District for Elementary and per School for Secondary. Check and verify information in the plantilla, if and only if there is discrepancy, submit the corrections to this Office through the Personnel/HR Section.
3. Deadline is on January 12, 2018.
7. **Wide dissemination and strict compliance of this Memorandum is hereby directed.**

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

**SCHOOL:**  
**MUNICIPALITY:**

ITEM NUMBER	EMPLOYEE NUMBER	FIRST NAME	MIDDLE NAME	LAST NAME	SCHOOL ASSIGNED	BIRTHDATE	TIN	PHILHEALTH NUMBER	BP NUMBER (SSS)	PAG-BIG NUMBER

Prepared by:  
 Contact Number

Noted By:  
 PSDS/School Head  
 Contact Number