



September 26, 2018

**DIVISION MEMORANDUM**

No. 651 s, 2018

**SUBMISSION OF APPOINTMENTS & ASSIGNMENT ORDER OF ALL EXISTING NON-TEACHING POSITIONS OF DEPED CEBU PROVINCE FOR SY 2018-2019**

**TO: Assistant Schools Division Superintendents  
Division Chiefs/ Supervisors /Coordinators / Specialists  
District Supervisors /District OIC's/Caretakers  
School Heads, Teachers (Elem and Sec)  
All Others Concerned**

1. To come up with an updated list of existing Non-Teaching Personnel, this Office directs **ALL** concerned to submit a copy of your **latest appointment and assignment order** to the district office. District Offices are required to forward these documents enclosed in a folder and labelled accordingly with transmittal following the format from attached sample.
2. A soft copy of the transmittal should be emailed to [hr.cebup@deped.gov.ph](mailto:hr.cebup@deped.gov.ph). Personnel in the Division Office shall submit the needed documents directly to the HR office.
3. Deadline for submission should not be later than **Friday, October 5, 2018** to the HR/Personnel Office.
4. Immediate and wide dissemination of this Memorandum is desired.

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



Republic of the Philippines  
 Department of Education  
 Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
 IPHO Bldg., Lahug Cebu City



ITEMNAME	ITEM_NUMBER	SCHOOL ASSIGNMENT	DATE OF APPOINTMENT	DATE_LPROMO (if applicable)	LASTNAME	FIRSTNAME	MIDDLE NAME
Administrative Aide I							
Administrative Aide II							
Administrative Aide III							
Administrative Aide IV							
Administrative Aide VI							
Administrative Assistant I							
Administrative Assistant II							
Administrative Assistant II - SHS							
Administrative Assistant III							
Administrative Officer I							
Administrative Officer II-SHS							
Communication Equip. Operator 3							
Dental Aide IV							
Dentist II							
Education Program Specialist							
Education Program Supervisor							
Guidance Coordinator III							
Guidance Counselor I							
Guidance Counselor II - SHS							
Legal Aide 5							
Legal Assistant							
Librarian II							
Medical Officer 3							
Nurse II							
Planning Officer III							
Project Development Officer II							
Public Schools Dist. Supervisor							
Registrar I - SHS							
Security Guard I							
Watchman I							