



August 27, 2019

DIVISION MEMORANDUM

No. 507 s, 2019

**INVENTORY OF TEACHING PERSONNEL OCCUPYING TEACHER II ITEMS  
RECEIVING TEACHER I SALARY (SQUATTING)**

**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. This Office **REQUIRES** the field to make an inventory of teaching personnel occupying a Teacher II item but receiving a salary equivalent to Teacher I (SQUATTING).
2. Inventory of items should be done per school, both in the Elementary and Secondary level and submitted to the District office for consolidation.
3. The District Office shall submit the ***consolidated List with proposal and first issued appointment of those identified teachers*** to the Human Resource Section c/o Ms. Monina Sarah Pomarejos-Personnel Officer not later than September 4, 2019.
4. For information, dissemination and guidance of all concerned.

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