



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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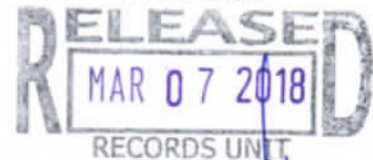


March 6, 2018

MEMORANDUM TO:

Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools Only

DIVISION OF CITY SCHOOLS
MARIKINA



MASTERLIST FOR THE RANDOM DRUG TESTING

In relation to the conduct of Random Drug Testing, may we request the field to submit the Masterlist of Teaching and Non-teaching personnel (Permanent and Job Order) on or before March 8, 2018. The secondary schools are also requested to submit the masterlist of Grade 7 to Grade 12 students. The masterlist should be in excel file, continuous number and alphabetically arranged using the attached template. Please submit the printed copy and soft copy through the email address: sdomarikinaschoolhealth@yahoo.com.

For other concerns and clarification, please contact the School Health and Nutrition Section at 682-0592 (c/o Supply Office).

Immediate and wide dissemination of this Memorandum is desired.

For:

SHERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent

By:


ELISA O. CERVEZA

Chief Education Supervisor, CID

OIC, Office of the Schools Division Superintendent

NAME OF REGION OR DIVISION

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NOTE:

Masterlist should be in continuous number and alphabetically arranged. Don't arrange it by department/office. 30 employee per page