



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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February 10, 2020

DIVISION MEMORANDUM

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Elementary and Secondary School Principals/ Officers-In-Charge
Administrative Officer V
Unit Heads
All concerned

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT
RELEASED

FEB 11 2020
Date: _____ Time: _____
By:

SUBMISSION OF LIST OF PERSONNEL WHOSE APPOINTMENT AND PERTINENT DOCUMENTS HAVE NOT BEEN CLAIMED

All School Heads are hereby requested to submit a list of their personnel who have not claimed the copy of their validated appointments and folders with pertinent documents (particularly from year 2015 onwards). In addition, the concerned shall write a letter (see *attached template*) authorizing their acting/designated liaison officer to claim the same.

Deadline of submission is **February 17, 2020**.

Immediate and wide dissemination of this Memorandum is highly enjoined.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

Date: _____

Records Unit
DepEd Marikina

Sir/Madam;

Hereunder are the list of teaching and non-teaching personnel of this school who authorizes Mr./Ms. _____, to claim/sign on our behalf the original appointment.

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Respectfully yours,

School Head