



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

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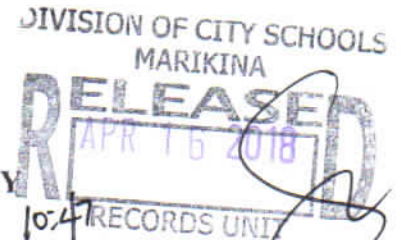


April 13, 2018

DIVISION MEMORANDUM

No. 102 s. 2018

**CONDUCT OF DIVISION LEVEL
NON-TEACHING PERSONNEL INVENTORY**



To: Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Unit/Section Heads
Public Schools
All Concerned

1. The field is hereby informed of the conduct of Audit Inventory of Non-Teaching Personnel, this Division.
2. All Schools Heads are highly enjoined to submit the said inventory (see attached template), on or before April 24, 2018.
3. Immediate and wide dissemination of this Memorandum is strongly desired.


SHERYLL D. GAYOLA

Officer In-Charge
Office of the Schools Division Superintendent

AUDIT INVENTORY OF NON TEACHING PERSONNEL

SCHOOL:

NAME	POSITION	ACTUAL DUTIES BEING PERFORMED

Prepared by:

Approved:
