

## Republic of the Philippines Department of Education Region V(Bicol) N OF CATANI

Virac, Catanduanes

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RECORDS SECTION DEC 28 2015 3:40

Deplid-Division of Catanda

December 28, 2015

## **MEMORANDUM**

TO:

**SDO Chiefs & Staffs** 

**Public Schools District Supervisors** 

School Heads (Elem. & Sec.)

School ICT Coordinators (Elem. & Sec.)

Teachers(Elem. & Sec.)

FROM: NYMPHA D. GUEMO

Asst. Schools Division Superintendent

Officer-In-Charge

SUBJECT: SUBMISSION OF COMPLETE LIST OF EMPLOYEES PER SCHOOL (DepEd Email Account)

This is in relation to the Division Unnumbered Memo, re: Request for a new Deped Email Account and password reset dated October 12, 2015, you are hereby reminded on the scheduled date of submission of said report on January 18, 2016(All Teachers) for consolidation and submission to the Regional Office and Central Office on January 25, 2016.

Submission of the complete List of Employees (hardcopy & softcopy) in your respective schools is required following the attached format (Enclosure 1-List of Teaching & Non-Teaching Personnel) and be submitted at the SDO-IT Section c/o Ms. Jennifer B. Metica, IT Officer-I which is due on the above scheduled date.

For assistance and guidance on accessing the said DepEd email account, please contact the Information Technology Officer-I, Ms. Jennifer B. Metica at SDO-IT Section with email add: jennifer.metica@deped.gov.ph.

For information, guidance and compliance.

Enclosure No. 1-List of Teaching & Non-Teaching Personnel

Príncipal:		POSITION BIRTHDATE TIN CP# @deped.gov.ph									
Principal:											
District:	-	$\dashv$									
		EXTENSION PO									
	ME	LAST									
	NAME	MIDDLE									
School:		FIRST									

Please take note of the following:

1. Please fill-up by position in alphabetical order

In creating DepEd Email Acct. (type n instead of ñ, indicate the school, do not type none if you don't have middle name) 4 2 6

You can send the softcopy at email add: jennifer.metica@deped.gov.ph

School ICT Coordinator

Prepared by: