



Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




Tel. (082) 553-8375 |  
553-8376 | 553-8396  
Fax. (082) 553-8376

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**MEMORANDUM**

No. 125, s. 2015

To : CHIEFS OF DIVISION  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
SCHOOL COORDINATORS  
ALL DIVISION OFFICE PERSONNEL

From :   
DEE D. SILVA  
Assistant Schools Division Superintendent  
Officer-In-Charge

Subject : UPDATING OF CONTACT DETAILS

Date : JULY 7, 2015

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The Division Office, through the School Governance and Operations Division (SGOD), is currently updating the contact details of all Division Office Personnel, School Heads, and School Coordinators. The purpose of this updating is to create a complete personnel directory with mobile numbers and email addresses which shall be used to disseminate important communication to key personnel in the organization.

In this connection, you are hereby requested to fill-out an online form to update your contact details. You can access the form to add your contact information in this website: [http://bit.ly/deped\\_addcontact](http://bit.ly/deped_addcontact). Once completed, you can view your details in this website: [http://bit.ly/deped\\_directory](http://bit.ly/deped_directory).

The Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, School Heads, School Coordinators (e.g. Planning, LIS, ICT, Guidance, etc.), and all Division Office personnel are required to update and submit their contact details through the online form on or before July 10, 2015.

For immediate dissemination and compliance.