



DIVISION MEMORANDUM No.<u>314</u>, s. 2016 June 23, 2016

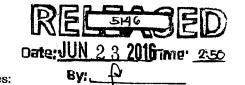
ANNUAL UPDATING OF CONTACT DETAILS AND SUBMISSION OF SOFT COPY OF ALL DOCUMENTS FORWARDED TO THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION

- To: School Heads of Public and Private Schools Public Schools District Supervisors (PSDS) Education Program Supervisors (EPS) All Others Concerned
- 1. This Office is requesting the School Heads, Public School District Supervisors, Education Program Supervisors, Heads of Sections/Units, School Coordinators of various programs and projects, and other key personnel to annually update their contact details.
- 2. The updating shall be done from June 1 to June 30 of every school year through our website at www.depeddigoscity.org. This is to augment the communication between the Division Office and the field.
- 3. As part of our efforts to build a digital archive of school-related data, it is also requested that all submissions to the School Governance and Operations Division shall be supplemented with a soft copy and emailed to the respective addresses:

Section/Unit	Email Address
Disaster Risk Reduction and Management (DRRM)	sarahgretchen.adeva@deped.gov.ph
Human Resource Development Unit (HRD)	ronald.dedace@deped.gov.ph
Monitoring and Evaluation Unit (M&E)	maria.jadloc@deped.gov.ph
Planning and Research Unit (PRU)	xavier.fuentes@deped.gov.ph airon.alejandro@deped.gov.ph
Social Mobilization Unit (SocMob)	anamerthyl.regala@deped.gov.ph

- 4. All issuances inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.
- 5. For immediate dissemination and strict compliance.

UepEd Schools Division of Dige:



DEE D. SILVA, DPA, CESO VI μ_{i} Schools Division Superintendent

Encls:

References: **6**Y: <u>1</u> To be indicated in the <u>Perpetual Index</u> under the following subjects: CONTACT DETAILS SOFT COPY OF DOCUMENTS

xsf: annual updating of contact details... 23 June, 2016

> Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 **\$**553-8396/553-8376/553-9170/553-8375 **\$\$553-8396/553-8376 \$\$** www.depeddigoscity.org **\$\$ digos.city@deped.gov.ph**