



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



DIVISION MEMORANDUM
 No. 314, 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 All issuances inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.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.

DepEd Schools Division of Digo:

RELEASED
 5146

Date: JUN 23 2016 Time: 2:50

[Signature]
DEE D. SILVA, DPA, CESO VI
 Schools Division Superintendent

Encls:

References:

By: *[Signature]*

To be indicated in the Perpetual Index under the following subjects:

CONTACT DETAILS

SOFT COPY OF DOCUMENTS

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