



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



August 8, 2018

DIVISION MEMORANDUM
No. 726, s. 2018


T O : **BEVERLY S. DAUGDAUG, EdD**
CID Chief

Attention : **HELEN A. CASIMIRO**
PSDS

**SUBJECT: RETRIEVAL OF VARIOUS FILES OF SCHOOLS AND TEACHING AND
NON TEACHING PERSONNEL FROM DEPED REGIONAL OFFICE**


1. In reference to Regional Memorandum dated July 25, 2018, this office directs Mrs. Helen A. Casimiro, to retrieve various files on accreditation and permitting of schools, original and photocopied files submitted for scholarship and searches of outstanding teaching and non-teaching personnel from DepEd Regional Office XI on August 10, 2018.
2. Other details concerning the said retrieval are found in the attached Regional Memorandum.
3. Travelling expenses shall be charged to local funds or Division MOOE subject to the usual accounting and auditing rules and guidelines.

For compliance.


WINNIE E. BATOON, EdD, CESE
Officer-In-Charge
Office of the City Schools Division Superintendent

References: Regional Memorandum: Retrieval of various files of schools and teaching and Non-Teaching Personnel
To be indicated in the Perpetual Index under the following program/subject:
Operations Retrieval of Various Files of Schools and Teaching and Non-Teaching Personnel

hac: private schools
8 August 2018

DepEd Schools Division Office
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KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI
Lungsod ng Dabaw



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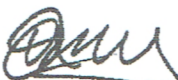
MEMORANDUM

TO : Schools Division Superintendents

SUBJECT : RETRIEVAL OF VARIOUS FILES OF SCHOOLS AND TEACHING
AND NON-TEACHING PERSONNEL

DATE : July 25, 2018

1. The DepEd Regional Office XI is on its process of clearing all the original and photocopied files submitted purposely for accreditation and permitting of schools and various scholarship and searches of outstanding teaching and non-teaching personnel.
2. This Office advises all Schools Division Offices (SDOs) to retrieve the said original and photocopies at the Curriculum and Learning Management Division (CLMD) Office on or before July 31, 2018, and facilitate to return to the concerned personnel the said files.
3. For compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO 111
Regional Director

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DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RELEASED

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