



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division of Cebu Province
IPHO Bldg, Sudlon Lahug, Cebu City



DIVISION MEMORANDUM

May 11, 2017

No. 292 s. 2017

PROFILE OF NON-TEACHING STAFF

To: Assistant Schools Division Superintendents
District Supervisors/ School Heads (Elementary & Secondary)
Teachers (Elementary & Secondary)
All Others Concerned

1. You are hereby requested to submit the profile of your employee (Non-teaching Staff) who are assigned in your district/ secondary schools using the given format.

District/ School Assignment	Name of Employee	Position	Home Address	First day of Service	Remarks

2. Submission will be on or before MAY 15, 2017 at the office of ASDS Futalan.
3. For your guidance and strict compliance.

For the Schools Division Superintendent:

RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

ESTER A. FUTALAN, Ed. D.
ASDS/ Office In- Charge

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405

Asst. Schools Division Superintendent: (032) 520-3216 loc 102 (Corriente) 104 (Noveras) 105 (Gelig)

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