



November 16, 2017

DIVISION MEMORANDUM

NO. 781, s. 2017

**LAST CALL OF SUBMISSION OF PINK FOLDERS FOR TEACHING AND NON-TEACHING PROPOSALS WITH
ASSIGNMENT/PROMOTIONAL ADVICE RELEASED FOR SY 2016-2017 AND 2017-2018**

**TO: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
Principals/Heads of Elementary and Secondary Schools
All Others Concerned**

1. It has been noticed that several Approved Proposal and Assignment / Promotional Advice for SY 2016-2017 and 2017-2018 released thru the School Heads, PSDS's and Applicants themselves are not yet complied/submitted to this Office despite the clear order to comply such in seven (7) days as found in the Assignment/Promotional Advice.
2. You are given only until **Monday, November 20, 2017** to forward unsubmitted Pink folders to the Human Resources Department with attached explanation letter as to why submission was not complied within the 7-day period as stipulated in the Assignment Advice.
3. Failure to comply would mean waiver on the part of the applicants and cancellation of said Proposals. This Office will then fill in such item with another applicant from the Rank List for SY 2017-2018.
4. Immediate dissemination, and compliance of this Memorandum is directed.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent