



February 15, 2021

DIVISION MEMORANDUM
No. 034 series 2021

To: Public Schools District Supervisors
Secondary School Principals
Elementary and Secondary School Heads
Others concerned

Due to the increasing number of population in this Schools Division, the Records storage area can no longer accommodate the incoming files of reports and other documents being submitted to this Office .

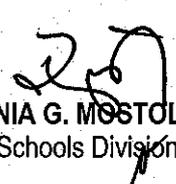
Hence, beginning Academic Year 2021, the following reports/documents should be submitted in PDF forms that will be transferred and kept in a hard drive disc for safekeeping:

1. Notice of Salary Adjustment (NOSA)
2. Statement of Assets and Liabilities and Networth (SALN)
3. School Form 5 (SF5))
4. Updated Personal Data Sheet
5. Other voluminous reports that maybe required

Likewise, scanned copies of the following vital documents of teaching and non-teaching personnel in your respective districts/schools shall be submitted in rewritable compact disc on or before March 15, 2021. Newly hired teachers/personnel shall be submitted annually thereafter.

- Appointments
- Transcript of Records (Baccalaureate and Post-graduate)
- Latest PRC License
- Other documents attached to the appointments

For immediate dissemination and compliance.


ZENIA G. MOSTOLES, PhD, CESO V
Schools Division Superintendent

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