



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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February 17, 2022

To: Assistant Schools Division Superintendents  
Division Chiefs  
District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

Pursuant to coming out with workable policy guidelines in the hiring of Contract of Service (COS) personnel in the elementary and secondary schools, all District Supervisors are requested to submit Inventory Report on Utility Workers, Security Guards and Office Clerks whose salaries are funded by Municipal Local School Board by accomplishing the google sheet template provided in this link: <https://tinyurl.com/SDOBulacan-COSInventoryReport> on or before 2:00 PM of February 18, 2022 (Friday).

For information and compliance.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent

**DIVISION LETTER**

No. 005, s. 2022



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