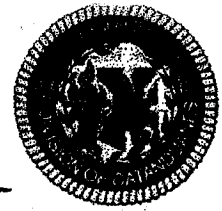




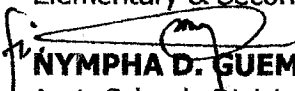
Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



Division Memorandum  
No. 118 s. 2015

**RELEASED**  
DepEd-Division Office of Catanduanes  
**RECORDS SECTION**  
Date: NOV 06 2015  
Time: 11:10 am  
By: RV

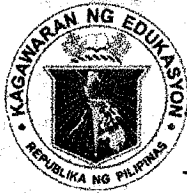
To : SDO Chiefs & Staff  
Public Schools District Supervisors  
Elementary & Secondary School Heads

From :   
**NYPHA D. GUEMO**  
Asst. Schools Division Superintendent  
Officer-In-Charge

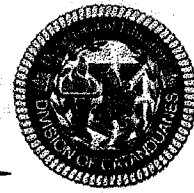
Subject: EMPLOYEE PROFILE FOR SCHOOL HEADS AND NON-TEACHING PERSONNEL

Date : NOVEMBER 6, 2015

1. Pursuant to the unnumbered memorandum re: Submission of annual accomplishment report CY 2015 you are hereby requested to fill-out completely the form on "EMPLOYEE PROFILE" for school managers and non-teaching personnel of respective schools. The purpose of this survey form is to identify the number of trained and untrained school heads and non-teaching staff.
2. The duly accomplished form will be submitted on or before November 10, 2015 to the School Governance and Operation Division (SGOD) Human Resource Development.
3. Attached is enclosure no.1 "EMPLOYEE PROFILE".
4. Immediate dissemination and compliance of this memorandum is desired.



Republic of the Philippines  
Department of Education  
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## EMPLOYEE PROFILE

LAST NAME:				
FIRST NAME:				
MIDDLE NAME:				
SCHOOL/ OFFICE:				
LENGTH OF SERVICE:				
POSITION:				
<b>SEMINARS / TRAINING ATTENDED ( JANUARY- OCTOBER 2015)</b>				
TITLE OF SEMINARS/ TRAINING/CONFERENCE/WORKSHOP/ SHORT COURSES	DATE	VENUE	NO. OF HOURS	CONDUCTED/ SPONSORED BY:

(CONTINUE ON SEPARATE SHEET, if necessary)