



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

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RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION
DEC 28 2015
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SV

December 28, 2015

MEMORANDUM

TO: SDO Chiefs & Staffs
Public Schools District Supervisors
School Heads (Elem. & Sec.)
School ICT Coordinators (Elem. & Sec.)
Teachers (Elem. & Sec.)

FROM: NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge

SUBJECT: SUBMISSION OF COMPLETE LIST OF EMPLOYEES PER SCHOOL (DepEd Email Account)

This is in relation to the Division Unnumbered Memo, re: Request for a new DepEd Email Account and password reset dated October 12, 2015, you are hereby reminded on the scheduled date of submission of said report on **January 18, 2016 (All Teachers)** for consolidation and submission to the Regional Office and Central Office on January 25, 2016.

Submission of the complete List of Employees (hardcopy & softcopy) in your respective schools is required following the attached format (Enclosure 1-List of Teaching & Non-Teaching Personnel) and be submitted at the SDO-IT Section c/o **Ms. Jennifer B. Metica**, IT Officer-I which is due on the above scheduled date.

For assistance and guidance on accessing the said DepEd email account, please contact the Information Technology Officer-I, **Ms. Jennifer B. Metica** at SDO-IT Section with email add: jennifer.metica@deped.gov.ph.

For information, guidance and compliance.

