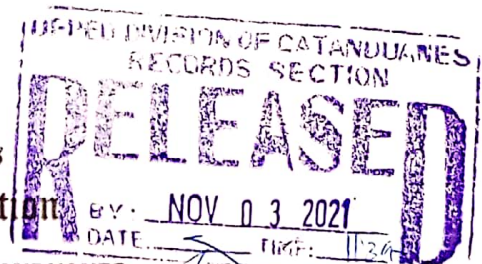




Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES



October 28, 2021

DIVISION MEMORANDUM  
OSDS- SGOD -DM- 494 S. 2021

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

**SUBMISSION OF LIST OF TEACHING AND NON- TEACHING PERSONNEL WHO RECEIVED TSHIRTS DURING THE TEACHERS' DAY CELEBRATION 2021**

1. This is to request the school heads to submit the list of teaching and non-teaching personnel who received t-shirts during the Teachers' Day Celebrations 2021 for recording and payment purposes.
2. Attached is the template to be used.
3. Submission of the school is by District and to be forwarded at the School Governance and Operations Division c/o Ms. Eliza M. Icaranom.
4. For guidance and compliance of all concerned.

**SUSAN S. COLLANO**

Assistant Schools Division Superintendent  
Officer- In- Charge  
Office of the Schools Division Superintendent

Encl: as stated  
To be indicated in the Perpetual Index under the following subjects:  
Activities National Teachers Day 2021  
ATB-DM-001-10-28-21-Submission of List of Teaching and Non- Teaching Personnel Who Received t shirts during the Teachers' Day Celebration 2021



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