



Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

17 November 2023

DIVISION MEMORANDUM

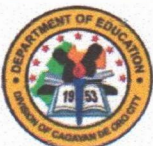
No. 609 s.2023

**SUBMISSION OF THE LIST OF TEACHING, RELATED-TEACHING  
AND NON-TEACHING PERSONNEL (PERMANENT AND PROVISIONAL)**

TO: All Elementary and Secondary Public Schools  
Public Schools District Supervisor  
All Others Concerned  
This Division

1. In line with the implementation of the program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM) this office shall update personnel inventory of all Teaching, Teaching related and Non-teaching personnel in the school.
2. The personnel inventory must be submitted in **excel file** following the attached template using the school head's official Deped email to [adepedcdo@gmail.com](mailto:adepedcdo@gmail.com)
3. Deadline of submission is on or before **November 24, 2023**.
4. In adherence to Equal Employment Opportunity Principle (EEOP) inclusive and fair treatment are accorded to all concerned regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. Immediate and wide dissemination of this memorandum is directed.

  
**ROY ANGELO E. GAZO**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)  
Email Address: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)

PUT SCHOOL  
SEAL HERE

## DEPED DIVISION OF CAGAYAN DE ORO CITY

SCHOOL NAME \_\_\_\_\_

SCHOOL ID: \_\_\_\_\_

**DISTRICT :** \_\_\_\_\_

SAMPLE  
ONLY