



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



Office of the Schools Division Superintendent

29 January 2024

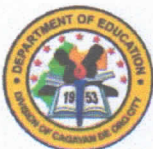
DIVISION MEMORANDUM
No. 62 s.2024

MONTHLY PERSONNEL INVENTORY THRU ONLINE UPDATING

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 implement monthly personnel inventory thru online updating of all Teaching, Teaching related and Non-teaching personnel in the schools.
2. The online personnel inventory must be updated per school in the assigned drive folder (list of personnel template) shared/sent by the Division Office through their Official School email address (school ID@deped.gov.ph).
3. Personnel inventory of all Teaching, Teaching related and Non-teaching personnel must be updated every 1st day of the month.
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



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