




Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
Alabel



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**Division Memorandum**  
No. 39, s. 2015

**TO** : District Supervisors, School Heads  
Identified Teachers  
Both Public Secondary and Elementary Schools  
This Division

**FROM** :  **ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

**SUBJECT** : Submission of Updated Service Records for ERF Application

**DATE** : January 23, 2015

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All identified Teachers in the attached Plantilla Allocation List (PAL) 2015 are requested to submit their updated Service Records for processing of the approved ERF application to the Division Office c/o Marites D. Lara, HRMO on or before January 28, 2015.

For your strict compliance.

*Encls. PAL 2015 for ERF*