



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



Division Memorandum
No. 350, S. 2013

To: All School Heads and/or School Administrators

From: 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

Subject: **Request Data on the Non-Teaching Functions and Request Personnel of Schools**

Date November 12, 2013

Attached is an unnumbered memorandum of Jesus R. Mateo, Assistant Secretary for Planning and Development, directing all schools and the corresponding staff that accomplish the work.

Submission of the accomplished report will be on or before **November 15, 2013**. All accomplished report shall be I in MS Excel Format (e-copy) and the printed copy shall be attested by the school head or principal. Please follow the prescribed format attached and e-mail your e-copy at this e-mail address: **irms_gd76@yahoo.com**.

For immediate compliance and guidance.



NON-TEACHING TASKS AND PERSONNEL

ANNEX 1 – Template for Schools

Name of School:			
Schools Division:		Region:	
Name of School Head:		Position:	
Email address:		Mobile No.	
No. of enrollees:		No. of teachers	

Please list down the non-teaching related tasks and activities currently being done by the school and its staff.
e.g. budget preparation, liquidations, record-keeping, preparing reports, etc.

Who among the school staff are currently doing these tasks and activities?		
POSITION	QUANTITY	WORK ASSIGNMENTS
<i>e.g. Teacher I</i>	1	<i>SBM focal person in charge of SIP Planning and makes sure that SIP is submitted to DO</i>
<i>e.g. Administrative Aide I</i>	2	<i>Prepares budget and other financial reports</i>

In order of priority, list down the top three (3) non-teaching related tasks that the school needs assistance in to perform more efficiently.

- 1.
- 2.
- 3.

 Name and Signature of School Head