



Department of Education  
Region XII  
**Division of Sarangani**  
Alabel



**Division Memorandum**  
**No. 45, s. 2014**

To: Division Education Supervisors / Coordinators  
District Heads  
School Principals  
Public and Private Elementary and Secondary Schools

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

Subject: **Submission of 2013 Inventory of Government Personnel**

Date: January 30, 2013

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Attached is a template from the Civil Service Commission to be accomplished by the District Heads and School Heads. Please submit the accomplished and duly filled-up form on Monday, February 3, 2014 at the Administrative Office.

Widest dissemination and on-time compliance of this Memorandum is desired.



Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
 Regional Office No. XII  
 Gov. Gutierrez Ave., Cotabato City

**2013 Inventory of Government Personnel**

To facilitate the collection of complete data on government personnel, the Civil Service Commission requests your cooperation in accomplishing accurately this form. Kindly indicate below the name of your agency, its address and check the appropriate box the classification of your agency if a Local Government Unit (LGU), a Local Water District (LWD), a National Government Agency (NGA) or a State University or College (SUC). Then provide the count of your personnel as classified by the classification/level of employment, gender and status of employment.

Kindly submit this form to the CSC Field Office on or before January 30, 2014. Keep in your records a duly certified hardcopy for verification purposes.

Thank you very much.

Name of Agency/Bureau \_\_\_\_\_

Address \_\_\_\_\_

Classification of Office

GOCC

LGU

LWD

SUC

NGA

Level/Classification of Positions	Number of Personnel (as of December 31, 2013)						TOTAL
	Permanent		Temporary		Substitute		
	Male	Female	Male	Female	Male	Female	
<b>A. Career Positions</b>							
1st Level							
2nd Level							
Executive Managerial*							
CES							
Non-CES							
<b>Total</b>							
	<b>Male</b>	<b>Female</b>	<b>TOTAL</b>		<b>Male</b>	<b>Female</b>	<b>Total</b>
<b>B. Non-career Positions</b>							
Coterminous				Job Order			
Casual							
Contractual							
Elective							
<b>Total</b>							

\*Executive Managerial Positions are not applicable to LGUs

**Certification**

I hereby certify that the information indicated in this Inventory of Government Personnel Form A is correct based on the official records available with this office at the time of the accomplishment of the form.

Certified by:

\_\_\_\_\_  
 Administrative Officer V/ HRMO