

# Republic of the Philippines

# Department of Education

REGION VII - CENTRAL VISAYAS Schools Division of Cebu Province

Office of the Schools Division Superintendent

June 5, 2023

DIVISION MEMORANDUM No. 193 s. 2023

## INVENTORY OF TEACHING AND NON-TEACHING PERSONNEL FOR INCLUSION IN THE GRANT OF ANNIVERSARY BONUS

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

- 1. The Office directs all Public Schools District Supervisors (PSDSs) to account and submit to the Division Office-Human Resource Unit a complete list of qualified teaching and non-teaching personnel in their respective districts *hired/active in service as of June 23, 2022*, for inclusion in the grant of the Anniversary Bonus.
- 2. PSDSs are required to consolidate the roster of teaching and non-teaching personnel of the whole district before submission to the Division Office utilizing the template. Please find sample, as attached.
- 3. Deadline in the submission of report is on June 9, 2023 until 5:00 o'clock in the afternoon. Multiple and Late submission is highly DISCOURAGED to avoid delay in the consolidation of Division-wide report.
- 4. Printed copy of the report shall be submitted to the Division Office-HR Unit on the deadline duly signed by the PSDS while electronic copy thru the following email addresses:

Sub-Offices of Medellin, Liloan and Balamban: <a href="mailto:rheamae.jumaoas@deped.gov.ph">rheamae.jumaoas@deped.gov.ph</a>

Sub-Offices of San Fernando, Dalaguete and Badian: geralen.barro@deped.gov.ph

- Public Schools District Supervisors are enjoined to ensure complete submission on or before the deadline, otherwise, shall be held accountable in the event of non-inclusion.
- 6. This Memorandum shall serve as AUTHORITY TO TRAVEL.
- 7. Widest dissemination and strict adherence of this Memorandum is highly desired.

SENEN PRISCILO P. PAULIN, CESO V Schools Division Superintendent



Address: IPHO Bldg., Sudlon, Lahug, Cebia City

Telephone Nos.: (032) 255-6405

Email Address: cebu.province@deped.gov.ph

### LIST OF ELIGIBLE FOR ANNIVERSARY BUNOS SY 2022-2023

- Period Covered for Newly Hired ( June 23, 2022 to June 23, 2023)
   Eligible Pesonnel for Anniversary Bunos SY 2022-2023 must be ONE YEAR in service.
   Personnel must be in active service as of June 23, 2023

DIVISION	NAME OF SCHOOL	DISTRICT	SCHOOL ID	LIST OF ELIGIBLE PERSONNEL							
				LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	FIRST DAY OF SERVICE AS DEPED EMPLOYEE (MM/DD/YYYY)	EMPLOYEE NUMBER	ACCOUNT NUMBER	REMARKS
CEBU PROVINCE	LIPATA CENTRAL SCHOOL	MINGLANILLA II	213456	ADARNA	ELENITA	RAMCEY	JRA.	12/12/2021	2004123	5713801122	
CEBU PROVINCE	TUNGKOP NATIONAL HIGH SCHOOL	MINGLANILLA I	303019	DE LA PEÑA	JEANETTE	TRURA		06/23/2022	3014231	5221453891	
							,				
						_					
										.,	
			<del></del>		,		~ <del> </del>	,		·····	
			,,,,,_,,_,_,_,_,_,_,_,_,_,	· · · · · · · · · · · · · · · · · · ·							
			4	,							
											<del></del>
										<u> </u>	
			· · · · · · · · · · · · · · · · · · ·							<del></del>	<del></del>
			·	<u> </u>	<u> </u>						· · · · · · · · · · · · · · · · · · ·
			*					<del></del>			
			<del> </del>		· · · · · · · · · · · · · · · · · · ·		+				<del> </del>
		<del></del>			<del></del>						
	man and the second seco		-								
										<u> </u>	
							<u> </u>	<u> </u>			
	***		·							· · · · · · · · · · · · · · · · · · ·	
				<del> </del>			<del></del>	<u></u>	<u> </u>		
			<u></u>						<del> </del>	<u> </u>	
				<del> </del>			<del></del>				, , , , , , , , , , , , , , , , , , ,
			<u>, , , , , , , , , , , , , , , , , , , </u>	<del> </del>		<del></del>		1		<u> </u>	
			,						<u></u>		
						_				<del> </del>	
			<del></del>					<del>_</del>		<del></del>	
		,	<del>,                                      </del>	<del> </del>	<del> </del>		<del></del>				
			····			<del> </del>	<del></del>		<del> </del>	<del></del>	
				<del>                                     </del>	<del> </del>	<del></del>	<del></del>				. ,