



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**

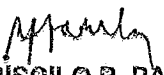
To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

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, Lilean and Balamban:
rheamae.jumaoas@deped.gov.ph

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

5. 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 PRISCOLO P. PAULIN, CESO V
Schools Division Superintendent



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