



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

August 24, 2022

DIVISION MEMORANDUM

No. 290, s. 2022

**SUBMISSION OF UPDATED LIST OF SCHOOL HEADS AND
TEACHERS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. The Schools Division Office is currently updating the list of personnel in the field.
2. Administrative Officers II from the districts and schools should submit the name, station and present position of their respective personnel on or before **August 31, 2022** at the Division Office, c/o **Ma. Sharon S. Barrientos**, Administrative Officer IV/ HRMO II.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

osds/admin

Encl: None

Reference: None

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

RECORDS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>