



DIVISION MEMORANDUM

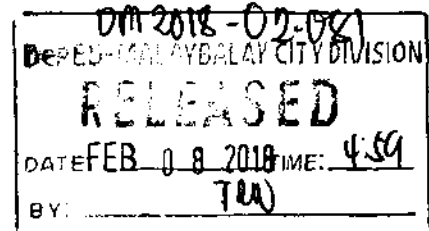
No. 081 s. 2018

TO: School Heads Elementary, Junior High School, and Senior High School
All Others Concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: February 5, 2018

RE: **UPDATED ALPHALIST OF TEACHERS PER SCHOOL**



1. For use in the proper segregation of payslip, this Office hereby directs the submission an updated alphalist of teaching, related teaching, and non-teaching employees per school following the suggested template in **excel format** (enclosure 1) not later than February 14, 2018. Soft copy shall be sent to ehismalaybalay@gmail.com.
2. For compliance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Republic of the Philippines
 Department of Education
 Region 10 - Northern Mindanao
 DIVISION OF MALAYBALAY CITY

ALPHALIST OF TEACHERS PER SCHOOL

School: _____

Name of School Head _____

District: _____

No.	Name of Teachers (Surname, Given Name, MI.)	Position	Remarks
<u>Elementary</u>			
1			
2			
3			
4			
5			

<u>Junior High School</u>			
1			
2			
3			
4			
5			

<u>Senior High School</u>			
1			
2			
3			
4			
5			

<u>(include ADAS if assigned in School)</u>			
1			
2			
3			

Certified Correct:

 School Head Name & Signature