

## Republic of the Philippines

## Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY DM -2021 04 - 204

DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: ADD 21 MEYULIO:47 MM

BY:

**DIVISION MEMORANDUM** 

No. 204 , s. 2021

TO: Assistant Schools Division Superintendent

Chief Education Supervisor, CID and SGOD Public Elementary and Secondary School Heads

All Others Concerned

FROM: VICTORIA V. GAZO, PhD., CESO VW

Schools Division Superintendent

**DATE**: April 20, 2021

## SUBJECT: Monitoring and Submission of Unexpired PRC ID of Personnel

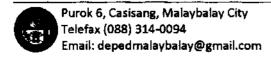
- 1. In line with the ISO Quality Management System (QMS) and Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME HRM) accreditation you are hereby directed to monitor and submit photocopies of unexpired PRC ID of Teaching and Non-Teaching Personnel who are PRC license holder under your supervision.
- 2. Enclosed is the summary template to be attached in your transmittal together with the PRC ID copies for the Office monitoring. Further, kindly indicate the expiry date if submitted a copy of an unexpired PRC ID and indicate the date of release as scheduled by PRC for those applying for renewal and then submit to the Office the copy of the renewed PRC ID.
- 3. Deadline of submission is on *May 15, 2021*.
- 4. For compliance.

Encl.: as stated

Copy furnished:

Records Unit Personnel Unit

TO BE POSTED IN THE WEBSITE



SAMPLE template

SAMPLE template

- pls. put header and name Roman

- post style Times New Roman

- font size 12



## **NAME OF SCHOOL**

No.	Name of Personnel (PRC ID holder) in alphabetical order	Position	Expiry Date	PRC Schedule for release	Remarks
1	Arganhi, Peter S.	HT III	Aug. 20, 2023		· · · · · · · · · · · · · · · · · · ·
2	Caisal, John B.	TII	Dec. 10, 2022		
3	Mantra, Jamela Y.	ADAS II	for renewal	June 1, 2021	
4	Tamoco, Nena F.	MTI	Jan. 5, 2024		
5	Zinco, Argie C.	TI	for renewal	Aug. 1, 2021	
6	Zy, Moira D.	AO II	Dec. 21, 2021		
7					
Etc.	Etc				

Prepared by:		
	Approved:	
	School Head	-