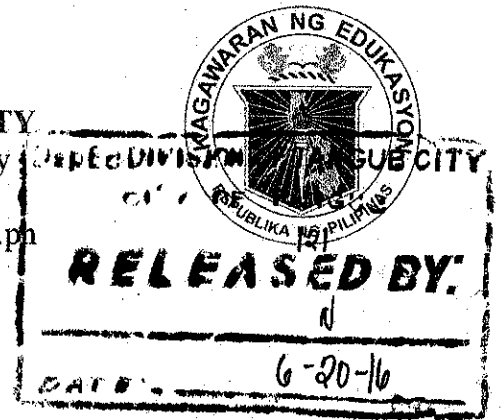


Republic of the Philippines
 Department of Education
 Region X
DIVISION OF TANGUB CITY
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Division Memorandum
 No. 121, s. 2016

To: All Elementary and Secondary School Heads
 This Division

From: *[Signature]*
VICTORIA V. GAZO
 Schools Division Superintendent

Date: June 17, 2016

Subject: Enrolment Report and Inventory of Teaching and Non-Teaching Personnel

1. This Office is updating its HRIS Program to included the newly hired teachers and transferees assigned in the schools, as well as the enrolment as of June 2016 for reference in allocating resources.
2. In view thereof, you are enjoined to submit these reports following the template below on or before June 24, 2016 to wit:

A. Report on Enrolment and Teacher-In-Charge/Adviser

Grade/Section	Enrolment			Name of Teacher	Position
	M	F	T		

B. List of Non-Teaching Personnel

Name of Personnel	Position	Duties/Function

C. List of Teachers without Advisory Classes

Name of Teacher	Position	Grade/Subject Taught

- D. Total number of Teaching personnel _____
 Total number of non-teaching personnel _____

3. All schools are further directed to conduct "child finding activities" to ensure all children are in school. Overage children who opted to enroll in the formal school will be given assessment test to place them in the proper grade level.
4. Strict compliance with this Memorandum is desired.