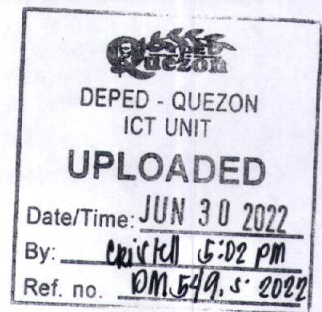




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 June 2022

DIVISION MEMORANDUM
DM No. 549, s. 2022

SUBMISSION OF SENIOR HIGH SCHOOL TEACHERS INVENTORY

TO: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Public Schools District Supervisor
Senior High School Heads
All Others Concerned

1. Relative to the mandate of the Department to properly distribute resources, and to maintain an accurate and reliable data bank of Senior High School Teachers, this Office requires all Senior High Schools to submit an inventory of Senior High School Teachers as of June 30, 2022.
2. School Heads or their authorized representative shall use the Excel template to be downloaded using this link: <https://tinyurl.com/263j5kvs>.
3. Hard and soft copies of the inventory shall be submitted on or before July 8, 2022. Hard copy shall be submitted at the Records Section of the Sub-Office and at the Records Section of Pagbilao Office while the soft copy shall be submitted using this e-mail: sdo.quezon.personnel@deped.gov.ph. The file name and subject for the email shall follow this format:

File Name: *School Name_SHSInventory*

E-Mail Subject: *SHS Inventory*

4. Posting and widest dissemination of this memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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