



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DepED DIVISION OFFICE
BAGUIO CITY
DEC 14 2017
RELEASED

DIVISION MEMORANDUM

No. 461 S. 2017

**TO : ELEMENTARY & SECONDARY SCHOOL HEADS
SEF PAID PERSONNEL
ALL OTHERS CONCERNED**

**FROM : FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent**

SUBJECT : (SEF) SUBMISSION OF DOCUMENTS FOR THE RENEWAL OF CONTRACT

DATE : December 14, 2017

1. In line with the renewal of contract with City Hall, all **SEF paid personnel** are hereby mandated to observe the deadline of submission/compliance of the following:
 - a. Submission of Forced Leave Schedule for the CY 2018 – *on or before December 18, 2017;*
 - b. Signing of submitted PDS – *on or before December 18, 2017;*
*Personal Data Sheet (PDS) will be printed by Ms. Alma Gayob in reference to the edited soft copy you submitted.
 - c. Submission of two (2) pieces passport size ID picture (with nametag; hands should be visible) – *on or before December 18, 2017;*
 - d. Submission of photocopy of certificate/s of seminar/s and training/s attended for the CY 2017 – *on or before December 18, 2017;*
 - e. Submission of duly accomplished and signed IPCR Ratings (July to December 2017; 3 copies) – *on or before January 15, 2018;*
 - f. Submission of duly signed Target IPCR Form (no rating; January to June 2018; 3 copies) – *on or before January 15, 2018*
2. All of the above mentioned documents are to be accomplished with or submitted to Ms. Alma Gayob at the Personnel Section/CID Chief Office.
3. Immediate dissemination of and strict compliance to this memorandum is directed.

FEDERICO P. MARTIN, EdD, CESO VI
Schools Division Superintendent

For the SDS:


SORAYA T. FACULO, PhD 12/14
OIC – Assistant Schools Division Superintendent