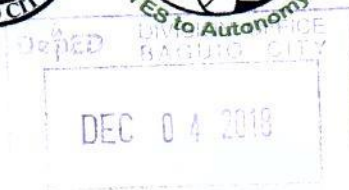




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 582, S. 2018


TO : **ELEMENTARY AND SECONDARY SCHOOL HEADS**
ADMINISTRATIVE OFFICERS
UNIT/SECTION HEADS
ALL SEF PAID PERSONNEL
ALL OTHERS CONCERNED

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

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

DATE : **December 04, 2018**

- In line with the renewal of contract of SEF paid personnel with the City Government of Baguio, all **SEF paid personnel** are hereby mandated to observe the deadline of submission/compliance of the following:
 - Updated Personal Data Sheet (PDS) with passport size ID picture with nametag (one copy) – **on or before December 11, 2018;**
 - Photocopy of certificate/s of seminar/s and training/s attended for the CY 2018 (one copy) – **on or before December 11, 2018;**
 - Photocopy of license to practice/eligibility for Medical, Dental and Physical Facilities personnel and also for the Security Guards (one copy) – **on or before December 11, 2018;**
 - Forced Leave Schedule for the CY 2019 – **on or before December 14, 2018;**
 - Duly accomplished and signed IPCR Ratings (July to December 2018; 3 copies) – **on or before January 15, 2019.**
- All of the above mentioned documents are to be accomplished with or submitted to Ms. Alma Gayob at the Personnel-SEF Unit.
- Immediate dissemination of and strict compliance to this memorandum is directed.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent