



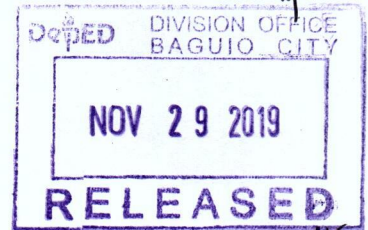
Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



**DIVISION MEMORANDUM**

No. 636, S. 2019

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




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

DATE : **November 28, 2019**

1. 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:
  - a. Updated Personal Data Sheet (PDS) with passport size ID picture with nametag (one copy) – **on or before December 06, 2019;**
  - b. Photocopy of certificate/s of seminar/s and training/s attended for the CY 2019 (one copy) – **on or before December 06, 2019;**
  - c. 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 06, 2019;**
  - d. Forced Leave Schedule for the CY 2020 – **on or before December 11, 2019;**
  - e. Duly accomplished and signed IPCR Ratings (July to December 2019; 3 copies) – **on or before January 15, 2020.**
2. All of the above mentioned documents are to be accomplished with or submitted to Lester K. Libangen at the Personnel-SEF Unit.
3. Immediate dissemination of and strict compliance to this memorandum is directed.

**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

for the SDS

  
**JULIET C. SANNAD EdD**  
Chief-CID  
OIC-Office of the SDS