



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY

**DIVISION MEMORANDUM**

No. 434, S. 2020

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 27, 2020

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 07, 2020;**
  - b. Photocopy of certificate/s of seminar/s and training/s attended for the CY 2020 (one copy) – **on or before December 07, 2020;**
  - 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 07, 2020;**
  - d. Forced Leave Schedule for the CY 2021 – **on or before December 11, 2020;**
  - e. Duly accomplished and signed IPCR Ratings (July to December 2020; 3 copies) – **on or before January 15, 2021.**
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



"HANDANG MAG SERBISYO"

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RU-19.2560.026