



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



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DIVISION MEMORANDUM

TO: ALL SECONDARY SCHOOL HEADS

FROM: The Office of the Schools Division Superintendent

SUBJECT: SCHEDULE OF RECONCILIATION AND UPDATING OF CSC FORM 6 (LEAVE FORM) AND SERVICE CREDITS OF JHS AND SHS TEACHING AND NON-TEACHING PERSONNEL

DATE: May 7, 2019

1. Please be informed of the schedule of reconciliation and updating of CSC Form 6 (leave form) and service credits of Junior and Senior High School teaching and non-teaching personnel will be on **MAY 8-31, 2019 from 8:00 am to 5:00 pm.**
2. Every school is required to send their Administrative Assistant II/III or any Non-teaching personnel at the HR office on the scheduled date.
3. This Office is expecting the full cooperation of all concerned for the improvement of our services to our clientele.
4. Immediate dissemination and strict compliance of this memorandum is desired.


NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
RELEASED	
By: <u>AM RM</u>	
Date: <u>MAY 07 2019</u>	Time: <u>10:15</u>
Remarks: <u>Disseminated 485-19-5</u>	