



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



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines
Email Address: tagum_city@deped.gov.ph Website: deped.tagumcity.gov.ph

TeleFax: (084) 216-3504

DIVISION MEMORANDUM:

TO: All Public Elementary and Secondary School Heads
FROM: The Office of the Schools Division Superintendent
SUBJECT: **Renewal of Insurance for Teaching & Non-Teaching Personnel**
DATE: May 27, 2019

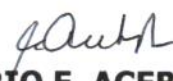
Herewith is a letter from the City Government of Tagum through the Public Employment Service Office (PESO) dated May 24, 2019 informing the renewal of Insurance for all DepEd teaching and non-teaching personnel including Local Government Unit – Instructional Managers (PTA/LSB/Barangay/City Paid is not included).

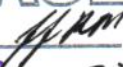
Anent to this, you are hereby advised to submit your updated **Master List of all DepEd Regular Teaching and Non-teaching personnel per school as of May 15, 2019** using the attached template in **soft and hard copy** and submit to HR Office on or before **May 31, 2019**. Soft copy should be in **EXCEL FILE** and must be emailed at **tagumpeso@gmail.com**, Attention: Daisy Awit copy furnished (cc): hrmo.depedtagumcity@gmail.com with subject name:

AccidentInsuranceListMay2019_Name of School

For information, guidance and action.

For and in the absence of the Schools Division Superintendent:


GREGORIO E. ACEBEDO
Public Schools District Supervisor
In-Charge of the Division

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION
RELEASED
By: 
Date: MAY 27 2019 Time: 2:58
Remarks: <i>Disseminated 539-19-5</i>

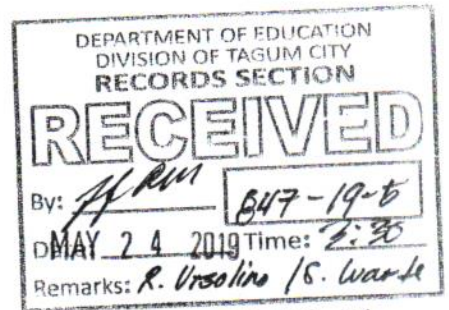


CITY GOVERNMENT OF TAGUM

**CITY PUBLIC EDUCATION AND
EMPLOYMENT SERVICES OFFICE**

May 24, 2019

DR. NELSON C. LOPEZ, CESO VI
Schools Division Superintendent
Tagum City



Dear Sir Lopez;

Greetings of TAGUMpay!

In line with the renewal of insurance for Teaching and Non-Teaching Personnel of the Department of Education (DepEd), the undersigned would like to request for updated Master List of the Tagum City Division Teaching and Non-Teaching Personnel including the DepEd and Local Government Unit – Instructional Managers.

Further, the undersigned would highly appreciate if the data will be submitted on or before May 31, 2019. Kindly submit the hard copy at PEES Office, 2nd floor, New City Hall or email the soft copy at tagumpeso@gmail.com, Attention: Daisy Awit. Please see the attached format for your reference.

Should you have any concern, kindly coordinate with Ms. Daisy M. Awit through (084) 645-300 : Local 233 / 0995 517 8163.

Looking forward for your generous response. Thank you very much!

Very truly yours,

ROGENETH P. LLANOS, MPA
CG Department Head I, PEESO

Tagum City

