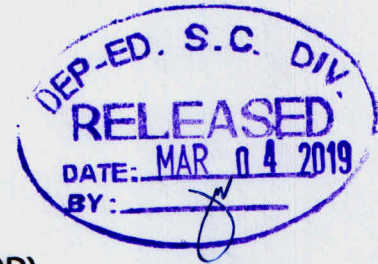




March 1, 2019

DIVISION MEMORANDUM



No. 61 s. 2019



INVENTORY OF EMPLOYEES

**TO : Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

1. Our Schools Division Office (SDO) particularly the Human Resources Management Office (HRMO) is committed to strengthen the Human Capital Management (HCM). Thus, one of the initiatives that we are going to undertake is the inventory of human resource;
2. For the first phase of the said initiative, this Memorandum covers only those human resource who were hired from January, 2017 up to present with duly approved permanent employment status by the Civil Service Commission (CSC) both in teaching and non-teaching capacity;
3. The concerned must furnish the SDO a certified true copy of KSS PORMA Blg. 33 (Nerebisa, 1998) by their respective School Heads and shall be submitted to the District Office (DO);
4. The DO will then submit all the documents to Ms. Ivory B. Plaza, Administrative Assistant – II of the Office of the Schools Division Superintendent with corresponding Transmittal Letter;
5. Deadline of submission is on Wednesday, March 6, 2019;
6. For your information and strict compliance;
7. Wide and immediate dissemination of this memorandum is highly desired.


FLORENCE E. ALMADEN, CESE
OIC - Schools Division Superintendent


Enclosure : None
Reference/s: Civil Service Commission KSS PORMA Blg. 33
Allotment : 3 and 4

To be indicated in the perpetual index:

Human Resource Management

Human Capital Management

Employee Inventory

FEA/fcc
03/01/19