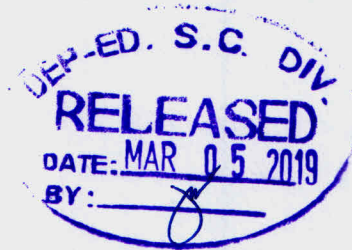




March 4, 2019

DIVISION MEMORANDUM

No. 64 s. 2019



**ADDENDUM TO DIVISION MEMORANDUM NO. 61 S. 2019 ENTITLED
INVENTORY OF EMPLOYEES**

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

1. In addition to the foregoing subject, those human resource who were promoted 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 are also required to furnish the SDO a certified true copy of KSS PORMA Blg. 33 (Nerebisa, 1998) or CS Form No. 33-A Revised 2017 (whichever is available) by their respective School Heads or Section Heads or immediate superiors;
2. Enclosed herewith is the pro forma of Employees Database (ED) and the soft copy of such will be uploaded at the SDO official Facebook Page (DepEd Surigao City) together with this DM. The same shall be filled out and electronically sent to farrah.coniate@deped.gov.ph;
3. All other details stipulated on the said DM are still enforceable;
4. For your information and strict compliance;
5. Wide and immediate dissemination of this memorandum is highly desired.

Florencia

FLORENCE E. ALMADEN, CESE
OIC - Schools Division Superintendent

3/4

Enclosure : 1 (as stated)
Reference/s: Civil Service Commission KSS PORMA Blg. 33 and DM No. 61, s. 2019
Allotment : 3 and 4

To be indicated in the perpetual index:

Human Resource Management

Human Capital Management

Employee Database

FEA/fcc
03/04/19

