



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

MEMORANDUM

CREATION OF DATABASE OF SCHOOLS DIVISION OFFICE EMPLOYEES

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/ OICs
Administrative Officer V
All Others Concerned

1. This Office is now in the process of creating a Database/Profiling, Step Increment and Loyalty Monitoring for all teachers and officials of SDO Muntinlupa for more efficient and systematic transactions.
2. In view hereof, the School AOs and HR-in charge are advised to submit the report on the information of officials and employees in your respective Schools, **not later than February 28, 2023**.
3. Here is the link for the template of the reports: <https://tinyurl.com/SDOMuntTemplates>.
4. The accomplished report must be sent via email to melanio.sanjose@deped.gov.ph.
5. For immediate compliance.


CARLEEN S. SEDILLA CESOSA V
School Division Superintendent

Enclosure: none
References: none

To be indicated in the Perpetual Index under the following subjects:

DATA EMPLOYEES OFFICIALS TEACHERS RECORD

HR-JY/ Creation Of Database Of School Division Office Employees
___/February 16, 2023



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