

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

July 30, 2010

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary Principals
Officers In-Charge
Heads of Administrative Units

In connection with the on-going Human Resource Information System Project of DepEd Central Office, please be informed that this Office is on the process of printing out the copy of Personal Data Sheet (PDS) of teachers and non-teaching personnel both in elementary and secondary schools for confirmation/edit or correction.

In view hereof and to ensure that all printed PDS will be properly coordinated and returned to this Office, all school administrators are requested to allow their school clerks or any representative to attend the briefing at Division Office Conference Room on the following schedules:

SECONDARY SCHOOLS

Congressional District IV
Congressional District I-II

DATE

August 8, 2010
August 18, 2010

TIME

10:00-11:30 am
3:00 - 5:00 pm

ELEMENTARY SCHOOLS

Congressional District I-IV

August 17, 2010

3:00 - 5:00 pm

Wide dissemination and compliance with this memorandum is desired.


CORAZON C. RUBIO, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge