



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF ISABELA

MEMORANDUM

TO: Public Schools District Supervisors
Public Elementary and Secondary School Principals/Heads
District ICT Officers

FROM: **MADELYN L. MACALLING, PhD, CESO VI**
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

RELEASED
SV: *[Signature]*
DATE: 01/27/2021

DATE: January 26, 2021

SUBJECT: **UPDATING OF 2021 SDO PERSONNEL DATA FOR HUMAN RESOURCE DEVELOPMENT PURPOSES**

1. In order to establish a database of SDO personnel for the purpose of tracking who are eligible for future human resource development programs, this Office requests all schools to provide the needed data to facilitate the district-based encoding to be supervised by District ICT officers.
2. This database will enlist all teaching, teaching-related and non-teaching personnel including those whose nature of work are either contractual, job order, volunteer or LGU-subsidized.
3. The given template is designed such that there are encoding instructions per required field. Template to be used is already available in the District ICT Chat Group.
4. District Supervisors are expected to do the final count and validation of the list while assisted by the District ICT Officers to ensure that the District Data is reliable. Secondary school personnel must be included with the District List.
5. The soft copy of the validated list per district shall be dropped in a Google Drive. There is no requirement to save the data in a compact disc nor print copies for submission. Here are the details for the online submission of the soft copies:
 - 5.1 Rename the file to this format: *District Name-Updated Personnel Data 2021*
Example: *Luna- Updated Personnel Data 2021*
 - 5.2 Using a signed-in DepEd email account, drop the file in this link:
<https://tinyurl.com/isa-personnel-2021>
6. This report is due for online submission on February 3, 2021.
7. Immediate dissemination and compliance to this Memorandum is enjoined.

sgod/jda/mlcn/thb



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