



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2022- 562

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISOR/DISTRICT IN-CHARGE/
DISTRICT CARETAKERS**

FROM : **JOELYZA M. ARCILLA, EdD**
OIC – Office of the Asst. Schools Division Superintendent
Officer-In-Charge 11/18/22

SUBJECT : **SUBMISSION OF UPDATED LEAVE CARD OF TEACHING AND
NON-TEACHING PERSONNEL**

DATE : **NOVEMBER 17, 2022**

1. To create a computer-based personnel records in compliance to the application of SDO Negros Oriental to Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM Level II), this office hereby directed the district personnel in-charge to submit a complete and updated leave card of all teaching and non-teaching employees in the field.
2. All district personnel in-charge shall provide an email address to gemmalyn.villarejo@deped.gov.ph for the office to send a separate google drive link for uploading of updated leave card on or before December 09, 2022.
3. For clarifications/queries please contact Ms. Arianne Montecino and Ms. Emmaida B. Saguran through (035) 422-0267.
4. For proper guidance and strict compliance of all concerned.

NO / 18 2022

SPP/NLR-MKP-JMA/AdS/LBY/gab



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