



23-11090

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the School Governance and Operations Division

DIVISION MEMORANDUM
No. 0076, s. 2023

TO: Elementary School Administrators
Secondary School Administrators
School In-Charge

Through the Public Schools District Supervisors

SUBJECT: Inventory of School Personnel

DATE: March 3, 2023

1. In view of the annual conduct of inventory of teachers by the Planning and Research Section, all school administrators are hereby directed to go over the teacher inventory of your school and update Items A, B, C and column 5 in the School Form 7.
2. It is also directed to reflect in column 11 (remarks column), the teachers who are currently reporting to your school without assignment order, if there is any, and the vacant/unfilled items for the determination of excess and/or shortage of school personnel.
3. It is expected that all schools must submit on or before March 17, 2023 an updated hardcopy of the school form 7.
4. For strict compliance.

ALLAN G. FARNAZO

Director IV
and concurrent Officer-In-charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

