



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

DEPED DIVISION OF DAVAO DEL NORTE  
 RECORDS SECTION

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Office of the School Governance and Operations Division

February 17, 2022

DIVISION MEMORANDUM

No. 181, s. 2022

**INVENTORY OF TEACHERS BY SCHOOL VIS-À-VIS ASSIGNMENT ORDER**

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

Through the Public Schools District Supervisors

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 check the assignment orders issued by this Office.
2. It is also directed to list down all teachers who are a) currently reporting to your school without assignment order; b) with assignment order to report in your school but currently reporting to another school.
3. It is expected that all schools must submit on or before March 1, 2022 an updated hardcopy of the school form 7 indicating the correct position title of all teachers and updated subject/s handled by the teachers. It is also expected that all vacated positions through retirement from service or transfer to another division must be reflected in the SF 7.
4. For immediate compliance of all concerned.

**DEE D. SILVA, DPA, CESO V**  
 Schools Division Superintendent

For The Schools Division Superintendent

[Signature]  
**REBECCA C. SAGOT**  
 Assistant Schools Division Superintendent

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