



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 146, s. 2023

1 APR 03 2023

CONDUCT OF PERSONNEL INVENTORY IN THE ELEMENTARY SCHOOLS

- To: OIC-Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
OIC-Chief, Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary School Heads
Public Elementary School Teaching and Non-Teaching Personnel
1. RA 9155 otherwise known as the Governance of Basic Education Act of 2001 provides that among the authorities, accountabilities and responsibilities of schools division superintendents is the planning and managing the effective and efficient use of all personnel, physical and fiscal resources of the division.
 2. Consistent with this mandate, this Office will be conducting the Personnel Inventory in the Elementary Schools to gather the necessary data that could inform certain HR-related decisions such as but not limited to ensuring the equitable distribution of this Division's human resources.
 3. All school-based personnel shall provide the required information through bit.ly/SdoKabPersonnel **on or before 28 April 2023**.
 4. Moreover, all Public Elementary School Heads shall prepare and submit a hard copy of the said inventory to the Office of the Schools Division Superintendent **on or before 28 April 2023** using the following format:

School:				
Name (Last Name, First Name, Middle Name)	Date of Birth	Current Position	Item Number	First Day of Service
Certified Correct:		Reviewed by:		
School Head		Public Schools District Supervisor		

5. Immediate and wide dissemination and strict compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

