



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 419, s. 2023

NOV 15 2023

**SUBMISSION OF TEACHER REQUIREMENT ANALYSIS (TRA)
OF SENIOR HIGH SCHOOLS**

To: OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. In the pursuit of the efficient utilization of the human resources in the Schools Division of Kabankalan City, such resources as limited as teaching plantilla positions must be strategically allocated and filled up based on reliable data.
2. Relative thereto, School Heads of Senior High Schools shall accomplish the attached template (Annex A).
3. The deadline for submission of the accomplished template to the Office of the SDS through the Records Unit shall be on November 21, 2023.
4. Immediate dissemination of and compliance with this Memorandum are desired.

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



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