



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

AUG 09 2023

No. 765 s. 2023

To: All Schools Division Superintendents

**SUBMISSION OF DATA RE: INVENTORY OF NON-TEACHING
 PERSONNEL UNDER THE LOCAL GOVERNMENT UNIT-SPECIAL
 EDUCATION FUND**

1. For purposes of monitoring and report, this Office would like to request for the submission of data on the inventory of non-teaching personnel funded under the Local Government Unit-Special Education Fund. The said data shall be submitted at ***ps.region@deped.gov.ph*** on or before ***August 11, 2023.***
2. All Schools Division Office Administrative Officer V, Administrative Services are mandated to consolidate the report from the schools. Attached is the template, for reference.
3. For information, guidance and strict compliance.



For the Regional Director:

RHODA T. RAZON
 Director III

Encl.: As Stated
 References: As Stated
 To be indicated in the Perpetual Index
 Under the following subjects:

DATA EMPLOYEES INVENTORY REPORTS

AD/PS/hfa/RM_DataInventoryofNon-TeachingPersonnelunderLGUSEF
 August 8, 2023





Republic of the Philippines
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REGION I

INVENTORY OF SCHOOL-BASED NON-TEACHING PERSONNEL FUNDED UNDER THE LOCAL GOVERNMENT UNIT-SPECIAL EDUCATION FUND

SCHOOLS/ DIVISION OFFICE	DISTRICT/ MUNICIPALITY	SCHOOL	NAME	POSITION	DATE OF EMPLOYMENT

Prepared by:

Certified Correct:

SDO Administrative Officer V

Schools Division Superintendent/Representative



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