

ARIS 580971

2025-07-31 1140



Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
 DIVISION OF DAVAO DE ORO
 RECORDS SECTION

RELEASED

By: [Signature]
 Date: 07-31-25 Time: 3:40pm

Office of the Schools Division
 Superintendent

July 30, 2025

DIVISION MEMORANDUM
 No. 1014, s. 2025

**SUBMISSION OF UPDATED LIST OF TEACHING AND NON-TEACHING
 PERSONNEL PER SCHOOL**

To: Public Schools District Supervisors
 District Coordinating Principals
 Elementary and Secondary School Heads
 All others concerned

1. Be informed that this Office through the Human Resource Management Office is requiring all the Elementary and Secondary Schools of this Division to submit an updated list of Teaching and Non-Teaching Personnel.
2. In addition to the updated list, for Junior High School, it is required also to submit an updated list of teachers per subject area and for Senior High School, track and specialization shall be indicated.
3. Attached are the templates of the required reports to be submitted in a soft copy on an excel format through this email address hmpsbddo@gmail.com on or before August 6, 2025.
4. Immediate and wide dissemination of this Memorandum is desired.

PHOEBE GAY L. REFAMONTE CESO VI

Assistant Schools Division Superintendent [Signature]
 Officer-In-Charge

Office of the Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
 Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.deped-ddo.com

Doc. Ref. Code	PAWIM-F-	Rev	00
Effectivity	09.12.22	Page	1 of 1

LIST OF TEACHING & NON-TEACHING PERSONNEL

District:

School:

No.	Name	Position	Date Hired	Date of Last Promotion	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Prepared by:

Name

Position

LIST OF TEACHING PERSONNEL PER SUBJECT AREA

District:

School:

No.	Name	Position	Subject	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prepared by:

Name

Position

LIST OF TEACHING PERSONNEL PER TRACK & SPECIALIZATION

District:

School:

No.	Name	Position	Track (Academic/ TVL)	Subject Group	For TVL: Specialization	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Prepared by:

Name

Position