



**Republic of the Philippines**  
**DEPARTMENT OF EDUCATION**  
**Region 02**  
**SCHOOLS DIVISION OF NUEVA VIZCAYA**  
**Bayombong**



DIVISION MEMORANDUM

No 230 s 2016

To: **OSDS (ASDS, B.A.L.I.T.A)**  
**CID (Chief, EPS, PSDS, DIC)**  
**SGOD (Chief, EPS, SMME, PAR, HRD, SMAN, HNU)**  
**Public School Heads (Elementary and Secondary)**  
**All Others Concerned**

From: **SAMUEL R. SOLIVEN, Ph. D.**  
*Officer-in-charge*  
*Office of the Schools Division Superintendent*

Date: **12 April 2016**

Re: **SUBMISSION OF LIST OF NAMES OF DEPED EMPLOYEES WHO GRADUATED IN THEIR GRADUATE OR POST GRADUATE STUDIES FOR S.Y. 2015 – 2016.**

1. The office extends its CONGRATULATIONS to all the DepEd Employees who GRADUATED in their graduate or post graduate studies for the Academic Year 2015 – 2016.
2. School Heads are requested to submit the names of the DepEd Employees within their jurisdiction (Elementary and Secondary) who GRADUATED in their Graduate and Post Graduate Studies for the Academic Year 2015 – 2016.

3. The following data are requested:

Name	School/Station	Degree	Title of Thesis/Dissertation	Date of Graduation	School Graduated From and School Address	Honor Received, if any

4. The honorees, DepEd employees who graduated, shall be recognized on April 19, 2016, Tuesday, during the Division Management Committee Meeting at the Newly Constructed Municipal Hall, Aurora, Quezon, Nueva Vizcaya. Attendance of the honorees is REQUIRED.
5. The list has to be submitted per district through the District Head (Schools District Supervisors/ District-in-charge) to the Schools Division Office – Human Resource Development Unit. (Attention: Johnattan E. Valdez, Education Program Specialist II on Human Resource Development). The district consolidated softcopy of the list has to be sent to the email address: [hrdnatdepednv@yahoo.com](mailto:hrdnatdepednv@yahoo.com) on or before 10:00 am of April 14, 2016, Thursday.
6. A registration fee of one hundred fifty pesos (P150.00) shall be collected from the honorees to cover meals and snacks.
7. Expenses related to this, including transportation, shall be charged against local funds subject to usual accounting and auditing rules and regulations.
8. For information, guidance and strict compliance.