

REPUBLIC OF THE PHILIPPINES
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

27 October 2022

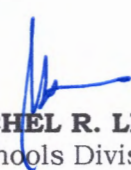
DIVISION MEMORANDUM
No. **376**, s. 2022

**SUBMISSION OF THE LIST OF LOCAL GOVERNMENT UNIT (LGU) PAID
TEACHERS (MSEF) AND TEACHERS FUNDED BY PARTNER AGENCIES
DEPLOYED IN SCHOOLS/DISTRICTS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors-
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. To ensure sufficient distribution of deployed teachers in the division, this office would like to request the field to submit the list and copy of contracts/appointments as job orders of Municipally paid teachers (MSEF) and teachers funded by our partner agencies deployed in your respective schools and districts to the Human Resource Management Office (HRMO) until November 2, 2022 following the Attached Template (Annex 1).
2. In addition, for request of volunteer teachers, kindly please submit to this office the following documents for review on or before November 3, 2022 before we release the Memorandum of Agreement (MOA):
 - a. Request Letter
 - b. Teacher Need Analysis (Annex 2)
3. For information, guidance and compliance.




RACHEL R. LLANA, PhD., CESO V
Schools Division Superintendent *f*



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Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1

District	School	LEVEL	No. of enrollees	No. of organized Class	No. of students per organized class
		Kindergarten			
		1			
		2			
		3			
		4			
		5			
		6			
		7			

*Insert rows if needed

Prepared by:

Approved:

School Head