



Republic of the Philippines
Department of Education
Region VII
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

March 6, 2020

OFFICE MEMORANDUM

No. 06 s., 2020

TO : ASDS, Chief CID & SGOD
: Section Heads
: Non-teaching Personnel in SDO
: All Other Concerns

SUBJECT : STAFFING NEEDS ANALYSIS

In view of the Reorganizational Staffing Structure of the Division Office to maximally provide the services expected of by our clients in the field and to achieve the effective and efficient delivery of services, All Division/ Section/ Unit Heads are advice to submit to the undersigned the names of detailed non-teaching personnel in each section/ unit on or before March 10, 2020.

TO The Section Head is given the option to choose the personnel who will be retained or detailed in the division office to perform the office operations as provided in the attached template.

For the information, guidance and strict compliance of all concerned.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

Behold...
BOHOL



Republic of the Philippines
Department of Education
Region VII
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

**REPORT ON STAFFING OF NON-TEACHING PERSONNEL PER SECTION/
UNIT**

Section/ Unit: _____

A. Name of Personnel to be retained and/ or detailed in the Schools Division Office

No	Name	Item/ Position	Name of school where Items belong to

B. Name of Personnel to be deployed back to the school

No	Name	Item/ Position	Name of school where Items belong to

Submitted by:

Name & Signature of Section/ Unit Head

Date

Note: Deadline is March 10, 2020



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

