

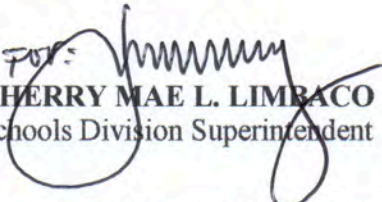


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X-Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO**  
Fr. William Masterson Road  
Upper Balulang, Cagayan de Oro City

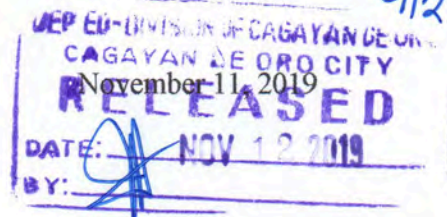


**DIVISION MEMORANDUM**

TO: Public Schools District Supervisors  
Education Program Supervisors  
Elementary and Secondary School Heads  
This Division

FROM:   
CHERRY MAE L. LIMBACO  
Schools Division Superintendent

SUBJECT: **INVENTORY OF NON-PLANTILLA ITEMS**



In response to the workshop for the preparation and submission of inventory of Deped Personnel to the Office of Department of Budget and Management held at Sophie Red Hotel and Onshore Restaurant, Jasaan, Misamis Oriental on November 7, 2019, the field is hereby requested to submit to this Office the inventory of concerned schools' **non-plantilla** items (job order/contractual) as of July 31, 2019.

Attached forms are to be filled out and to be submitted to this office on or before November 13, 2019.

For compliance.

**Competence. Dedication. Optimism**

Telephone No.: (088) 855 - 0047 Telefax: (088) 855 - 0048 Website: [depedcdo.com](http://depedcdo.com) Email: [cagayandeoro.city@deped.gov.ph](mailto:cagayandeoro.city@deped.gov.ph)

**DEPARTMENT OF EDUCATION**  
**INVENTORY OF NON-PLANTILLA ITEMS**  
 Data as of July 31, 2019

**REGION: X**  
**SCHOOLS DIVISION / OFFICE: CAGAYAN DE ORO**

Region	SDO / Office	Organizational Unit / School	Nature of Function (Admin Support, Technical, Highly Technical)	Work Category / Position (if applicable)	Contract Duration (daily, weekly, 6-mos, 1 yr, etc.)	Source of Funds (MOOE, Project, LGU, Partner, etc.)	Monthly Compensation Rate	Premium Percentage (max 20% based on DBM-COA circular)	Payout Schedule of Premium (monthly, bi-annual, etc.)	Other Benefits, if any	Name of Incumbent	Sex	Date of Birth (DD-Mon-YYYY)	Date of Original Hire (DD-Mon-YYYY)	Date of Last Renewal (DD-Mon-YYYY)	No. of Years in DepEd	Office Assignment if detailed <i>Indicate if Implementing Unit</i>

Prepared by:

Approved by:

Signature over Printed Name  
 Designation

Signature over Printed Name  
 Schools Division Superintendent / Regional Director



**DEPARTMENT OF EDUCATION  
SUMMARY OF NON-PLANTILLA DEPED PERSONNEL  
Data as of July 31, 2019**

**REGION: X  
SCHOOLS DIVISION / OFFICE: CAGAYAN DE ORO**

<b>Source of Funds</b>	<b>Allotment</b>	<b>Filled</b>	<b>Total</b>
<b>DepEd Funded (charged to MOOE)</b>			<b>0</b>
<b>LGU Funded</b>			<b>0</b>
<b>Funded by Other Partners (please specify):</b>			<b>0</b>
<b>a. EPIP</b>			<b>0</b>
<b>b.</b>			<b>0</b>
<b>c.</b>			<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Prepared by:

Signature over Printed Name  
Position / Designation

Approved by:

Signature over Printed Name  
Schools Division Superintendent / Regional Director