



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03 Apr 2025


DIVISION MEMORANDUM

No. **056**, s. 2025

INVENTORY OF ALL TEACHING PERSONNEL BY SCHOOLS

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. The field is hereby informed that this office will conduct an inventory of all teaching personnel by school. In view of this, all school heads are requested to submit a list of teachers from their respective schools using the attached format in soft (Excel file) and hard copies on or before April 21, 2025.
2. Hard copies must be submitted to the Personnel Unit, while the soft copies must be uploaded through this link: bit.ly/InventoryofTeachingPersonnel.
3. For inquiries, contact Mr. Roel D. Balbareno at 0946-406-1747.
4. For the information, guidance, and appropriate action of all concerned.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

**INVENTORY
TEACHERS**

RDB/OSDS-PU/DM - inventory of all teaching personnel by schools
0351/April 3, 2025

INVENTORY OF TEACHING PERSONNEL

District: _____

Name of School: _____

Name of Teacher/s (Last Name, First Name Middle Name)	Position	Item Number	DepEd Email Address/ Gmail Address	For Detailed Teacher/s				
				Name of Original/ Mother School	Effectivity Date of Detail Order (mm-dd- yyyy)	No. of Years in the Present School	No. of Detail Orders Issued	Date of Last Issuance of Detail Order (mm-dd-yyyy)
1.								
2.								
3.								