



*Region I*  
**PANGASINAN DIVISION II**  
*Binalonan*

## MEMORANDUM

TO : ALL ADMINISTRATIVE ASSISTANTS III & II (ELEMENTARY)

FROM: ATTY. DONATO D. BALDERAS JR.  
Schools Division Superintendent

SUBJECT: RE: UPDATING OF PERSONNEL DATA

DATE: May 14, 2018

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### PARTICULARS

You are hereby required to prepare an inventory report on the following personnel data in your respective Districts:

1. List of ALL APPROVED LOEGSIs;
2. List of ALL TEACHERS WITH APPROVED UNIMPLEMENTED ERF/PAL;
3. List of ALL TEACHERS WITH IMPLEMENTED ERF/PAL;
4. List of ALL PERSONNEL SEPARATED FROM THE SERVICE;
5. List of ALL PERSONNEL ENTITLED TO LOYALTY PAY;
6. Plantilla of Personnel PER SCHOOL (indicating actual stations of schoolheads and personnel).

All lists as mentioned shall be personally submitted on **May 18, 2018, 9:00 AM**, at the Division Function Room. A conference/workshop shall likewise be held on said day.

Attendance is imperative. For strict compliance of all concerned.

  
ATTY. DONATO D. BALDERAS JR.  
Schools Division Superintendent

