



**DIVISION OF MISAMIS ORIENTAL**

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November 11, 2019

**DIVISION MEMORANDUM**

No. 667 S. 2019

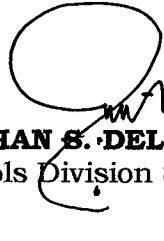
FOR: Public Schools District Supervisors/ In Charge  
Elementary and Secondary School Heads

SUBJECT: **SUBMISSION OF EMPLOYEES UNDER JOB ORDER CONTRACT  
FUNDED BY DEPED (PAID FROM SCHOOL MOOE), LGU AND  
OTHER PARTNERS AS OF JULY 31, 2019**

As requested by the Deped Central Office during the *Two-Day Orientation to the New Administrative Services Systems and Discussion of Issues and Concerns* on November 7 to 8, 2019, you are hereby directed to submit a list of employees under Job Order Contract funded by DepEd (paid from School MOOE), LGU and Other Partners as of July 31, 2019. The data is required for the creation of a new DepEd Personnel Inventory. Required template to be filled-up is attached. The school in-charge must submit the electronic/soft copy to their respective district offices and then the district will consolidate. The district in-charge must send the consolidated copy through email at [melanie.estenzo@deped.gov.ph](mailto:melanie.estenzo@deped.gov.ph).

Deadline for submission is on November 15, 2019.

Immediate dissemination and strict compliance with this Memorandum is hereby enjoined.

  
**JONATHAN S. DELA PEÑA, CESO V**  
Schools Division Superintendent

RBT/mce

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

**REGION:  
SCHOOLS DIVISION / OFFICE:**

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 Personnel	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 (IU)</i>
Ex. III	Pampanga	Pampanga Central ES	Admin Support	Utility Worker	6-month	LGU Funds	12,000.00	10%	bi-annual	OT with Pay	Dela Cruz, Juan Avenido	M	31-Jul-1955	6-Jun-1993	2-Jul-2019	16	
Ex. NCR	RO-proper	ORD	Technical	Technical Assistant	1 year	MOOE	22,500.00	5%	monthly	N/A	Santos, Maria Asuncion	F	1-Apr-1994	6-Mar-2018	30-Jan-2019	1	RO-ESSD

Prepared by:

Approved by:

Signature over Printed Name  
Designation

Signature over Printed Name  
Schools Division Superintendent / Regional Director