

July 16, 2018

**DIVISION MEMORANDUM**

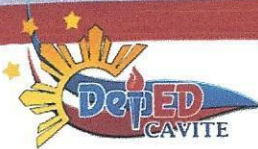
No. 214 s. 2018

**PROCESS FLOW OF SUBMISSION OF ALL HUMAN RESOURCE ACTION DOCUMENTS SUBMITTED TO SDO**

TO: Assistant Schools Division Superintendents  
OIC, Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary, Junior High and Senior High School Heads  
Public Elementary, Junior High and Senior high School Teachers  
All Concerned

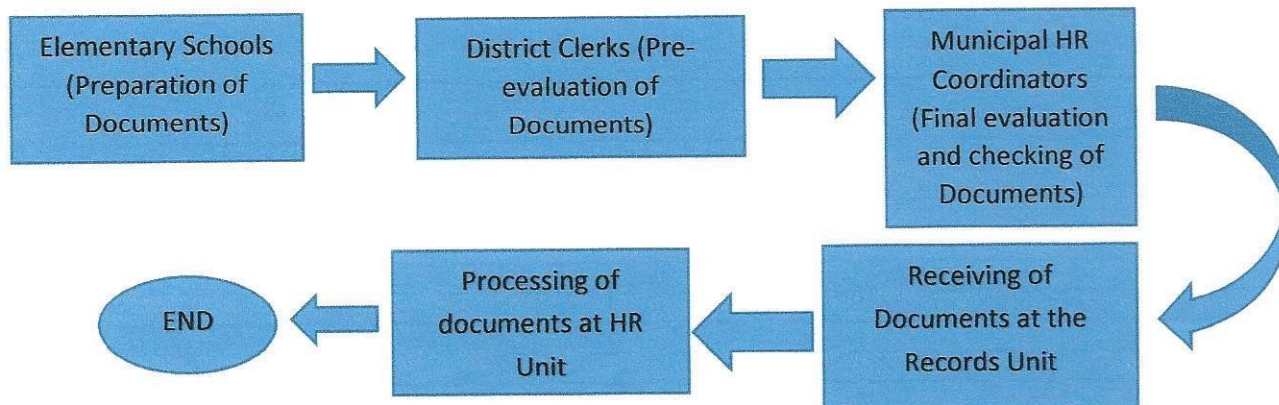
1. To ensure smooth work flow procedure, please be informed that this Office shall impose guidelines in the process of submission of all HR actions documents from school level up to the Division Office level.
2. For Elementary, Junior High, and Senior High Schools kindly refer to enclosure no. 1 for details.
3. Immediate dissemination of and strict compliance to this Memorandum are strictly desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent



Enclosure No. 1 to the Division Memorandum No. \_\_\_\_\_, s. 2018

**PROCESS OF SUBMISSION OF HR ACTION DOCUMENTS FOR ELEMENTARY SCHOOLS**



**PROCESS OF SUBMISSION OF HR ACTION DOCUMENTS FOR JUNIOR HIGH AND SENIOR HIGH SCHOOLS**

