



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

03 November 2014


DIVISION MEMORANDUM
No. 195, s. 2014

DEPED-CITY OF SAN JOSE DEL MONTE	
RELEASED	
BY: <u>Betty</u>	
DATE: <u>NOV 03 2014</u>	
RECORDS 3155	

To: Public Schools District Supervisors
Elementary and Secondary Principals/OIC's
Unit Heads

ACCOMPLISHMENT REPORTS OF PERSONNEL UNDER CONTRACT OF SERVICE

1. This is to direct personnel under contract of service assigned to the different schools/units to submit to this office individual reports on duties and functions and accomplishments since assignment to their respective posts.
2. Attached is the form to be used for such report.
3. The accomplished form is due to this office on or before Monday, November 10, 2014.
4. Immediate dissemination of this memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent



*"Commitment-Driven Performance by our Leaders,
Character-Based Instruction for our Learners"*





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Enclosure No. 1 to Division Memorandum No. 195 s. 2014

Name: _____
Sex: _____ Age: _____ Civil Status: _____
Station/School: _____
Home Address: _____

Attach here a
2" x 2" recent
ID picture

INDIVIDUAL ACCOMPLISHMENT REPORT
(for Personnel under Contract of Service)

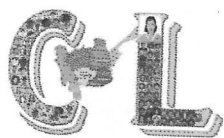
Contract of Service (Inclusive Dates)*		Duties & Responsibilities	Accomplishments	Remarks
From	To			

*Inclusive dates shall start from the first contract date at DepEd CSJDM Division. Each line shall cover one contract period.

Noted by: _____

Signature over Printed Name of Employee

Signature over Printed Name of School/Unit Head



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