

Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

February 14, 2024

DIVISIONAL MEMORANDUM

No. 116, s. 2024

SUBMISSION OF THE 2024 LIST OF ELIGIBLE EMPLOYEES FOR SEF

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Unit/ Section Heads
Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Planning and Research Section respectfully announces the Submission of the 2024 Updated List of Eligible Employees for the Incidental/Instructional Materials and Subsidy for Teachers.
2. Teacher should be appointed before December 31, 2023.
3. Below is the format for the submission.

No.	Surname	First Name	Middle Name	Account Number
1.				
2.				
3.				
4.				
5.				

4. The list should be signed by the School Head in a hard copy and submit to the Planning and Research Office on or before February 16, 2024.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

Sherlita A. Palma
SHERLITA A. PALMA EdD, CESO VI
OIC Schools Division Superintendent

Enclosures: (if there are annexes; or attached CO Memo, RO Memo)
Reference: (if there are DepEd Order or Memo as reference: Ex: DM 001, s. 2024; DO 023 s, 2023)
To be indicated in the Perpetual Index under the following subjects:

JLC/DO (initials of the encoder)
Jan. 14, 2024 (date prepared)

