

Republic of the Philippines

Department of Education

REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

February 14, 2024

$D\Gamma$	TSIONAL	MEMORANDUM
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No. 13 , 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
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3.	y chambarana y in ang hay may y lucu alay iga di kapana kan ining an ining da ining da ang kapanang sayan sa dagan sa	tragine com assentacioni i arban el tritima estama esta moltim, con e electrica cing dissipaco (ca com un tripa il tribulio el tribulio el tribulio el peci	and provide the contraction of t	likkooli kuoduksaa kirikkiri ilikky ya 4 ofateen kooli ilikuksi yiliikii kuksimis emikki merapakana radaan kapa Kirikooli
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.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

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:

