



Republic of the Philippines
Department of Education – Region III
Schools Division of San Jose del Monte City
PARTIDA ELEMENTARY SCHOOL
Sitio Partida, Barangay Muzon, CSJDM



10 January 2020

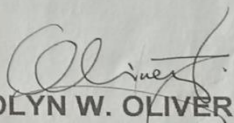
SCHOOL MEMORANDUM

No. 001, s. 2020

To: All Teaching and Non-Teaching Personnel

SUBMISSION OF FORM 6

1. Pursuant to Division Memorandum No. 273, s. 2019 entitled “Submission of Form 48, 6 and 7 to the Schools Division Office” the following guidelines should be followed:
 - a. Teachers must submit Form 6 in accordance to Civil Service Rules (not to be compiled in school and submitted at once).
 - b. Form 6 must be submitted within the week in the Schools Division Office.
2. This office urges all teachers who have been absent within the week to submit their Form 6 every Thursday.
3. If absence is made on Friday, please submit your Form 6 on Monday.
4. Immediate and wide dissemination of this Memorandum is desired.


CAROLYN W. OLIVEROS
Principal I

Reference:
DepEd Order No. 8, s. 2009
Division Memorandum No. 273, s. 2019