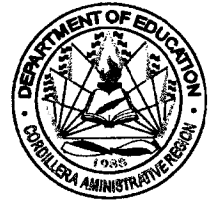




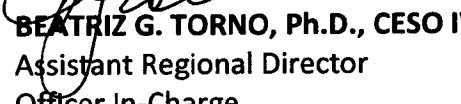
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet




**REGIONAL MEMORANDUM:**

**No.: 370.2016**

**To: ALL SCHOOLS DIVISION SUPERINTENDENTS**

**From:  BEATRIZ G. TORNO, Ph.D., CESO IV**  
Assistant Regional Director  
Officer In-Charge  
Office of the Regional Director

DEC 13 2016  


**Date: December 13, 2016**

**Subject: SUBMISSION OF NEEDED DATA ON PROFILE AND ASSIGNMENT OF  
PLANTILLA POSITIONS AND LIST OF SECONDARY SCHOOLS WITH NO  
DISBURSING OFFICERS**

---

1. The following Data are urgently needed during the Orientation on the FY 2017 Plan and Budget Execution and FY 2018 Plan Formulation to be held at Metro Manila on December 19, 2016 to be attended by identified Regional Office Officials:

- a. SY 2016-2017 PROFILE AND ASSIGNMENT OF PLANTILLA POSITIONS (on appropriate Format)
- b. LIST OF SECONDARY SCHOOLS (JUNIOR HIGH SCHOOLS AND SENIOR HIGH SCHOOLS) WITH NO DISBURSING OFFICERS

2. Said required reports must be duly signed by the respective Schools Division Superintendents and shall be submitted on or before December 16, 2016 to the Policy, Planning, and Research Division (PPRD). If submission is done via email, scan signed document and send in PDF or JPEG format as these signed documents are bases for the FY 2017 release of funds by the Department of Budget and Management (DBM).

3. For any related inquiries and further clarifications, please contact Janet M. Ambucay at 074-423-2193 or email to [janet.ambucay@deped.gov.ph](mailto:janet.ambucay@deped.gov.ph).

4. For compliance.