

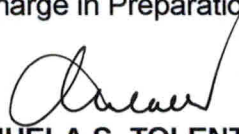


Republic of the Philippines  
Region IV – A CALABARZON  
Department of Education  
**City Schools Division of Dasmariñas**

Office of the Schools Division Superintendent

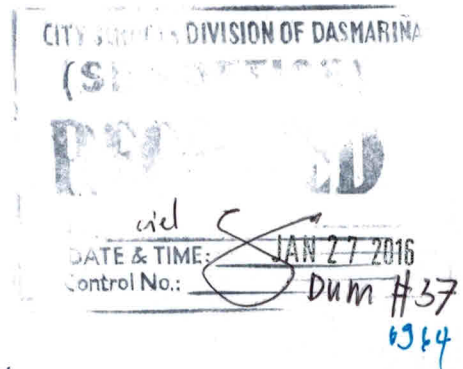
Unnumbered  
Division Memorandum

To: Elementary and Secondary School Principals  
In-Charge in Preparation of Service Record

From:   
**MANUELA S. TOLENTINO, Ed.D.**  
OIC, Office of the Schools Division Superintendent

Subject: Submission of Updated Service Record

Date: January 27, 2016



In line with the advisory of GSIS for the submission of Service Records of our employees, this office requests all schools to submit **updated service records** in **excel format**.

It is advised that the service records be updated **as of January 31, 2016** following the attached format. The signature of Principal is not necessary.

Please send **soft copy via email to [noelasispille@gmail.com](mailto:noelasispille@gmail.com)** and submit **hard copy with transmittal (including the name of personnel and position) to Records Unit**. The deadline of submission is on **February 12, 2016**.

For your strict compliance.

