

April 23, 2021

#### **REGIONAL MEMORANDUM**

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No. 000209 s. 2021

### POSTING OF NOTICE OF APPROVED APPOINTMENT ISSUED (NAI)

To: Schools Division Superintendents Division HRMOs All Others Concerned

1. Attached is Memorandum (OM-PHROD-2021-0279) dated 14 April 2021 with the subject *Reminders on Posting of Notice of Appointment Issued (NAI)*.

2. In compliance with the said Memorandum, the Schools Division Superintendents are requested to submit website addresses and/or Facebook page links where Notices of Appointments Issued are posted to this Regional Office, Attention: Personnel Section on or before **April 15, 2021** through email address: **personnel.region8@deped.gov.ph** 

3. All Division HRMOs are also requested to submit the summary list of appointed personnel from **FY 2019**, **FY 2020**, and **FY 2021** first Quarter on or before **April 22**, **2021** to be sent to the same email address as above for consolidation before submission to DepEd Central Office.

4. Attached are the templates for the requested reports. Softcopy of the templates shall also be shared to the HRMOs though google sheet through this link **shorturl.at/mqxU1**.

VI. A

5. For immediate compliance.

	MA. GEMMA MERCADO LEDESMA
	Regional Director
References: Memorandum (OM-PHROD-20 To be indicated in the <u>Perpetual Index</u> under the following subjects: APPOINTMENT NOTION AD-PS-EDR	21-0279)
Government Center, Candahug, Palo, (053) 832-2997   region8@deped.gov ISO 9001:2015 Certified	

Enclosure 1 to Regional Memorandum No. \_\_\_\_\_, s. 2021

# DIVISION WEBSITE ADDRESS FACEBOOK PAGE **Baybay City** Biliran **Borongan City** Calbayog City Catbalogan City Eastern Samar Leyte Maasin City Northern Samar Ormoc City Samar Southern Leyte Tacloban City https://https://region8.deped.gov.ph/ Department of Education Region VIII **Regional Office**

### Website Addresses and/or Facebook Page links

Enclosure 2 to Regional Memorandum No. \_\_\_\_\_, s. 2021

## Summary List of Appointed Personnel for FY 2019, 2020, 2021

DIVISION:

FISCAL YEAR: \_\_\_\_\_

NAME OF APPOINTEE	POSITION	DATE OF APPOINTMENT
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