

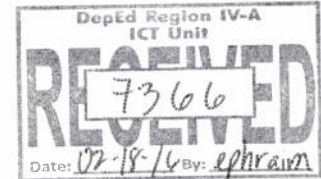


DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS **URGENT**

MEMORANDUM

TO: ALL Regional Offices
ALL Schools Division Offices



SUBJECT: **Data on Guidance Counselors Under the Department of Education (2015-2016)**

DATE: 17 February 2016

The Central Office is currently updating its personnel database of Guidance Counselors nationwide.

In connection to this, we are requesting **ALL REGIONAL AND SCHOOLS DIVISION OFFICES** to submit data on Guidance Counselors currently holding a Guidance Counselor item. Further instructions and the template to be used for the database shall be provided in this link: <http://tinyurl.com/GCsData2015>.

The schools division offices shall submit their completed database to the Regional Human Resource Development (HRD) Division. The Regional HRD Division shall compile and forward the Schools Divisions' completed database to sebastian.bundoc@deped.gov.ph with the subject "GCsData2016-{Region}".

Deadline of submission of the completed database is on **March 3, 2016, Thursday at 5:00PM**.

For queries, kindly contact the Sebastian Felipe Bundoc at (02) 633-7203 or (0915) 782-8851.


RIZALINO D. RIVERA
Undersecretary

[GenOps, Bundoc]