

Department of Education  
Region VI- Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan

May 04, 2018

To : **Public Schools District Supervisors/Principal In-Charge of the Districts/  
Head Teacher in Charge of the District  
Heads of all Public Elementary and Secondary Schools  
District Planning Officers Designate  
All Other Concerned**

**Dear Sirs/Mesdames:**

Greetings!

You are advised to submit the Number of Teaching Related, Regular Permanent and Local School Board Teachers and Non-Teaching Personnel per school and with district consolidation as of March 30, 2018 to the Planning Unit, Attn. Ms. Sheena Ricka Y. Mamburam, PDO I on or before May 11, 2018, Friday.

Attached is the template to be used.

Thank you and God bless.

Very truly yours,

**FOR THE SCHOOLS DIVISION SUPERINTENDENT:**

**JOSE MIRO R. MILLASCA**  
**EDUCATION PROGRAM SUPERVISOR**  
**OIC-ASST. SCHOOLS DIVISION SUPERINTENDENT**  
**IN-CHARGE OF THE DIVISION**

DIVISION LETTER  
No. 76

*For and in behalf of:*  
*Michael - 100%*  
*ca - 80%*

**REPORT ON THE NUMBER OF PERSONNEL**  
**As of March 30, 2017**

NUMBER OF TEACHING RELATED PERSONNEL (As per PSIPOP)												
SCHOOL	P4	P3	P2	P1	TOTAL	HT 6	HT 5	HT 4	HT 3	HT 2	HT 1	TOTAL
REMARKS (If vacant or detailed to other school)												

NUMBER OF TEACHING PERSONNEL (As per PSIPOP)												
SCHOOL	MT 3	MT 2	MT 1	T 3	T2	T 1	SPED TEACHER	TOTAL	REMARKS (If vacant or detailed to other school)	MSB	PSB	REMARKS (If vacant or detailed to other school)
REMARKS (If vacant or detailed to other school)												

NUMBER OF NON TEACHING PERSONNEL (As per PSIPOP)

SCHOOL	Guidance	ADAS III	ADAS II	Librarian	Utility Worker	REMARKS (If vacant or detailed to other school)

\*Note: Do not include items borrowed from other school.

Prepared by: