



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



Division Memorandum
No. 194, s. 2019

TO: ALL SECONDARY SCHOOLS
PLANNING OFFICER
ALL OTHERS CONCERNED

FROM:  **IRENE S. ANGWAY**
OIC-Schools Division Superintendent *sty*

SUBJECT: **SUBMISSION OF TEACHER NEEDS ANALYSIS and SF-7**

DATE: **SEPTEMBER 23, 2019**



1. This is to inform all secondary schools to submit their Teachers Needs Analysis on or before September 27, 2019 at the personnel unit. Likewise, the SHS Implementers shall submit their separate Teachers Needs Analysis.
2. All secondary school shall also submit a copy of their SF-7 at the personnel unit.
3. A meeting will be held on October 1, 2019 @ 9:00 am at the SDS office together with the School heads of SHS Implementers and the Planning Officer to discuss issues and concerns Re: Teacher Needs and Detailed teachers. A separate meeting with other secondary school heads will be announced soon.
4. For information and compliance of all concerned.