



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

22 June 2020

DIVISION MEMORANDUM

No. 134, s. 2020

**SUBMISSION OF REPORT ON VALIDITY OF
PROFESSIONAL REGULATION COMMISSION (PRC) LICENSE**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. All Schools are reminded on the submission of updated report relative to the validity of teachers' PRC License. Prescribed template of the report is as follows:

Name of Employee	PRC License Number	Date of Validity (valid until)
Juana L. Cruz	1234567	22-June-2021
Mae Y. Lim	7654321	24-September-2020

2. The report shall enlist all employees in an alphabetical order, per *First Name*. A copy of the PRC License of the employees must be enclosed with the report, arranged in the same order as the list.
3. The said report must be submitted to the Division Office c/o the Personnel Office on or before **June 30, 2020**.
4. For information, guidance and compliance.


OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

EMPLOYEES

OSDS/AMA



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