



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City



Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

**MEMORANDUM**

To : All Public Schools District Supervisors  
All School Principals and Heads of Public Elementary and Secondary  
Schools and Vocational School Administrator of Angeles City National  
Trade School  
All Teaching and Non-Teaching Personnel

From : OIC – Schools Division Superintendent

Date : March 1, 2013

The Philippine Health Insurance Corporation (PhilHealth) is developing a benefit package for public school teachers to address their needs on prevention and treatment of some communicable and non-communicable diseases.

In this regard, you are requested to submit the following data which will be the reference in the development of the said benefit at the Personnel Unit, this Division, through e-mail address [deped\\_angelescity@yahoo.com.ph](mailto:deped_angelescity@yahoo.com.ph) and in three (3) printed copies on or before March 5, 2013 (Tuesday), to wit:

1. Complete list of teaching and non-teaching personnel indicating Philhealth Identification Number and source of salary in alphabetical order (direct from DepEd or LGU)
2. Summary of teaching and non-teaching personnel per school.

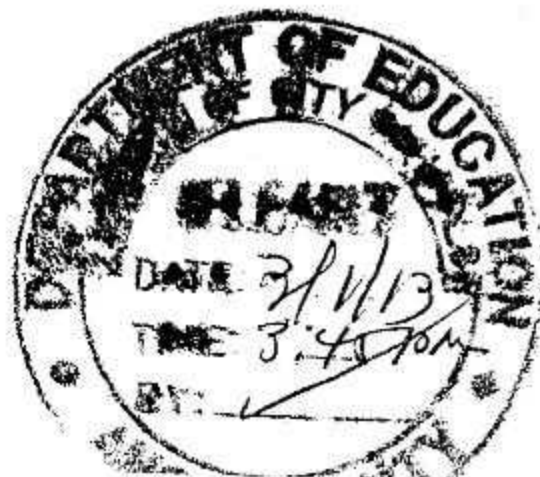
Please see the attached format.

For information and compliance.

  
LUZ C. ARRIOLA

OIC – Schools Division Superintendent

AO11/crl





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**LIST OF TEACHING AND NON-TEACHING PERSONNEL WITH PHILHEALTH IDENTIFICATION NUMBERS**

NAME OF SCHOOL : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NO	NAME	POSITION	STATUS OF APPOINTMENT	PHILHEALTH IDENTIFICATION NUMBER	SOURCE OF SALARY (DepEd or LGU)

Prepared: \_\_\_\_\_  
(Designation)

Certified Correct: \_\_\_\_\_  
Principal/School Head



**SUMMARY OF TEACHING AND NON-TEACHING PERSONNEL**

NAME OF SCHOOL : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION	NUMBER
<b>NON-TEACHING (PERMANENT)</b>	
ADMINISTRATIVE AIDE I	
ADMINISTRATIVE AIDE II	
WATCHMAN I	
SECURITY GUARD I	
ADMINISTRATIVE AIDE III	
ADMINISTRATIVE AIDE IV	
DENTAL AIDE	
ADMINISTRATIVE AIDE VI	
ADMINISTRATIVE ASSISTANT II	
ADMINISTRATIVE ASSISTANT III	
ADMINISTRATIVE OFFICER I	
ADMINISTRATIVE OFFICER II	
LIBRARIAN I	
ADMINISTRATIVE OFFICER III	
GUIDANCE COUNSELOR I	
GUIDANCE COUNSELOR III	
SCHOOL LIBRARIAN III	
PLANNING OFFICER II	
NURSE II	
ACCOUNTANT II	
DENTIST II	
ADMINISTRATIVE OFFICER IV	
ADMINISTRATIVE OFFICER V	
MEDICAL OFFICER III	
PUBLIC SCHOOLS DISTRICT SUPERVISOR	
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<b>TOTAL</b>	
<b>CONTRACTUALS</b>	
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<b>TOTAL</b>	

SITION	NUMBER
<b>TEACHING (PERMANENT)</b>	
TEACHER I	
TEACHER II	
INSTRUCTOR I	
TEACHER III	
INSTRUCTOR II	
MASTER TEACHER I	
MASTER TEACHER II	
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<b>TOTAL</b>	
<b>SCHOOL HEADS</b>	
HEAD TEACHER I	
HEAD TEACHER III	
HEAD TEACHER IV	
VOCATIONAL SCHOOL INSTRUCTION SUPERVISOR II	
HEAD TEACHER V	
HEAD TEACHER VI	
SCHOOL PRINCIPAL I	
SCHOOL PRINCIPAL II	
SCHOOL PRINCIPAL IV	
VOCATIONAL SCHOOL ADMINISTRATOR II	
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<b>TOTAL</b>	
<b>CONTRACTUALS</b>	
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.	
<b>TOTAL</b>	

Prepared:

Certified Correct:

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
Principal/School Head