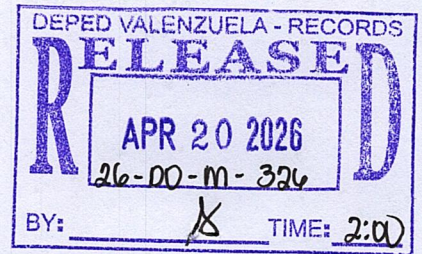




DepEd ICT Unit  
 Web Posted by: KA  
 Control no.: 26PUB/412

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA**

**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**  
 No. 0328, s. 2026

**SERVICE AGREEMENT RENEWAL OF LOCAL SCHOOL BOARD  
 CONTRACTUAL EMPLOYEES**

To: OIC – Assistant Schools Division Superintendent  
 Chief Education Supervisors - CID and SGOD  
 Education Program Supervisors and Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. For the information and guidance of all concerned, all offices are requested to submit to this office, not later than May 5, 2026 (Tuesday), the following pertinent papers of LSB Contractual Employees whose contracts will expire on June 30, 2026:
  - a. **One (1) original copy and three (3) photocopies** of duly accomplished **Personal Data Sheet revised 2025**.
  - b. **One (1) original copy of recommendation letter** for renewal of the immediate supervisor (**one letter per school/office for all employees to be renewed.**)
  - c. **One (1) photocopy** of City Hall issued ID.
2. Immediate and wide dissemination of this Memorandum is desired.

**NOEL D. BACANO**  
 Schools Division Superintendent

DGS/LSB CONTRACT RENEWAL  
 /April 13, 2026/



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