TO: Public Schools District Supervisors  
Elementary and Secondary School Heads  
School ASP/BE Coordinators

FROM: SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent

SUBJECT: ADDENDUM TO THE DIVISION UNNUMBERED MEMORANDUM  
DATED MARCH 31, 2016  
RE: SUBMISSION OF 2016 ADOPT-A-SCHOOL QUARTERLY REPORT

DATE: APRIL 4, 2016

1. This is to inform all concerned that the ADOPT-A-SCHOOL (ASP) Quarterly Report must be consolidated by District.

2. The District Consolidated ADOPT-A-SCHOOL (ASP) Quarterly Report should be submitted to this office on or before April 8, 2016 to SGOD c/o Maria Imelda S. Abejo and Marife B. Brequillo, Education Program Specialists, Social Mobilization and Networking.

3. All Secondary Schools will submit their ASP Report directly to the SGOD office. Integrated schools will prepare their ASP Report for elementary and secondary.

4. For immediate information, dissemination and compliance.