DIVISION MEMORANDUM
No. 196, s. 2017

REITERATION OF THE SUBMISSION OF THE SCHOOL REPORT FOR
"ISANG HAGDAN SA BAWAT PAARALAN PROJECT"

TO: Public Schools District Supervisors
     Elementary and Secondary School Heads
     Teachers
     All Others Concerned

1. Relative to Regional Unnumbered Memorandum dated July 6, 2017, this Office reiterates to all concerned the submission of report for Isang Hagdan sa Bawat Paaralan Project.

2. Steel Single Section Ladder and Step Ladder are recommended. A steel single section ladder is a one-piece ladder section that has no additional support structure. It must be leaned up against a structure while step ladders are A-framed shaped ladders with stepping rungs.

3. The Report of Accomplishment Report of the project must be submitted to the SGOD Office on or before October 16, 2017 (Monday) c/o Social Mobilization and Networking Unit following the school reporting template below:

<table>
<thead>
<tr>
<th>NAME OF SCHOOL</th>
<th>DISTRICT/ CLUSTER</th>
<th>QUANTITY OF RECEIVED/ PURCHASED STEEL LADDER</th>
<th>DATE RECEIVED/ PURCHASED</th>
<th>FUND SOURCE/ NAME OF DONOR/ SPONSOR</th>
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4. Photos and resource mobilization activities must be included in the report.

5. For information, guidance and immediate compliance.

By authority of the SDS:

ANGELO JAMES C. AGUINALDE
Accountant III
Officer-in-Charge