



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V (Bicol)  
SCHOOLS DIVISION OFFICE OF CATANDUANES  
Virac, Catanduanes

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SEP 05 2019

Time: 4:10 P.M.  
Signature:

**DIVISION MEMORANDUM**

TO : All Public Schools District Supervisors  
Elementary & Secondary School Heads

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

SUBJECT : SUBMISSION OF IMPORTANT REPORTS

DATE : September 5, 2019

Please be reminded of the following reports that are over due for submission to SGOD Planning and Research Unit. Said reports should be submitted on or before September 13, 2019:

	NAME OF REPORT	REMARKS
1.	School Profile	For SDO checking/validation
2.	School Form 7 for 2 <sup>nd</sup> Quarter (in 4 copies)	Due every 10 <sup>th</sup> of the following month after each quarter (needed in the validation process of the school profile)
3.	School Form 1a & 1b (1 copy)	Due every 10 <sup>th</sup> of July needed in the validation/checking process of the school profile
4.	School Form 4	Due every 10 <sup>th</sup> of the following month

Strict compliance is hereby enjoined.