




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

TO: Division ALIVE Coordinator
Public Schools District Supervisors with ALIVE classes
School Heads with ALIVE classes
Asatidz

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

SUBJECT: **SUBMISSION OF REPORTS IN THE MADRASAH EDUCATION PROGRAM**

DATE: December 11, 2017

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date DEC 11 2017

Time: 11:46 A.M.

Initial/Signature: [Signature]

1. All schools with ALIVE classes are hereby required to submit reports in the Madrasah Education Program to this office on or before December 18, 2017 in hard copies. Please send also soft copies to arjay.callos@deped.gov.ph.
2. Submitted reports will be used for references in giving honorarium to asatidz and technical assistance for the schools implementing Madrasah Education Program (MEP) –Arabic Language and Islamic Values Education.
3. Enclosed are formats for reference. For more information, contact this Office (Attn: Mrs. Erlinda C. Borbe, /Ar-Jay D. Callos-ALIVE Focal Persons).
4. For compliance.
5. Immediate and wide dissemination of this Memorandum is desired.



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ASATIDZ PROFILE

District: _____
School: _____
School ID No: _____

Name of Asatidz	Date of Birth	Age	Gender	Address	Educational Attainment	Trainings attended related to ALIVE

Prepared by:

School Principal
(Signature over printed name)

Date: _____

Certified true and correct:

Public Schools District Supervisor
(Signature over printed name)



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**BEST PRACTICES/ACCOMPLISHMENT REPORTS IN ALIVE
WITH DOCUMENTATION**

District: _____
School: _____

Activities Conducted/ Participated	Persons Involved	Date	Place/Venue	Remarks
Example: Division Musabaqah	ALIVE Learners and Asatidz	October 28, 2017	Division Office Conference Hall A	Overall Champion

*Please attach pictures

Prepared by:

School Principal
(Signature over printed name)

Certified true and correct:

Public Schools District Supervisor
(Signature over printed name)