



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

March 13, 2019

DIVISION MEMORANDUM

No. 174, s. 2019

CHECKING OF YEAR END REPORTS (SCHOOL FORMS) FOR S.Y. 2018-19

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

1. This Office informs the field that the Division Checking Committee (DCC) will have the schedule of checking of Year End Reports (School Forms) on March 25-29, 2019.
2. In this connection, all schools are expected to be ready with the said School Forms (SF) needed for the checking as mandated in DepEd Order No. 11 s. 2019 entitled "**Guidelines on the Preparation and Checking of School Forms**".
3. Public Schools District Supervisors/District In-Charge are expected to provide technical assistance to the Schools Checking Committee (SCC) on the said activity prior to the scheduled dates specified above.
4. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS, Ph.D. CESO V
Schools Division Superintendent

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