



October 23, 2019


**Division Memorandum**  
**No. 712 s. of 2019.**

**URGENT SUBMISSION OF THE 3<sup>RD</sup> QUARTER ACCOMPLISHMENT REPORTS**

**TO : ASDSs/CHIEFS SGOD/CID, EPS,  
PSDS/Division Coordinators, SEPS, EPS II, Unit Heads,  
All Others Concerned**

1. All unit and section heads are hereby requested to submit their 3<sup>rd</sup> Quarter (July-September, 2019) accomplishment reports in preparation for the Turn-Over Ceremony on October 29, 2019 to the newly installed Schools Division Superintendent.
2. Please use PowerPoint Presentation with the following format:  
  
Title of Activity  
Date Conducted  
Budget Allocation  
Expected Outputs  
Photos (at least 3 best photos)
3. Submission of the report is required on October 25, 2019 until 7 o'clock in the evening. Please upload your PowerPoint presentation at <https://drive.google.com/drive/folders/0AOWZ8T8mgf2EUk9PVA>.
4. For questions and clarifications, please contact Mrs. Remylin V. Gao-gao at the ICT Office.
5. For widest dissemination and immediate compliance.

For the Schools Division Superintendent:

  
**MARJORIE D. PORCINA**  
Legal Assistant  
Office In-Charge

10/23/2019

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