



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 42, s. 2015

To : District Heads/School Heads/Teacher Leader
Public Elementary and Secondary Schools

From : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Subject : **SUBMISSION OF EARLY REGISTRATION REPORT and SCHOOL PLAN TO ADDRESS CRUCIAL NEEDS BOTH ELEMENTARY AND SECONDARY SCHOOLS**

Date : January 26, 2015

1. The Division Office of Sarangani urgently needs an accurate numerical data on pupils / students identified to enroll for incoming SY 2015-2016 to address the following;
 - a. Provide data on partial enrollment for incoming SY 2015-2016;
 - b. Identify the crucial needs (Teachers, textbooks, classroom, etc);
 - c. Propose program intervention to address crucial needs;
 - d. Identify assistance needed to address crucial needs; and
 - e. Future references for planning of programs and projects.
2. To expedite the submission of this report, all District Heads, School Heads and Teacher Leaders from both elementary and secondary schools are requested to accomplish the attached form / template. Kindly submit it on or before March 6, 2015 through email at depedsaranganiplanningoffice@yahoo.com.ph and judith_alba@yahoo.com. Likewise, furnish the division planning office a hard copy after sending said report for counterchecking of data entries.
3. For your information, immediate action and compliance.