




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



Division Memorandum
No. 75, s. 2015

To: Public Schools District Supervisors / Principal In-charge
Principals/ Head Teachers / Teacher Leader
Secondary and Integrated Schools
This Division

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

Date: February 17, 2015

Subject: **Seminar-Workshop on the preparation of Year-End Reports for School Year 2014-2015**

1. In line with the Department's thrust and directions particularly with the K to 12 Program, the Schools Division Office of Sarangani shall conduct Seminar-Workshop on the accomplishment of School Forms and other matters related to school year-end reports.
2. The objective of the seminar-workshop are the following:
 - a. Discuss DepEd Order No 4, s. 2014
 - b. Conduct workshop on the utilization of the modified forms and preparation of Year – End report for School Year 2014-2015
 - c. Provide forum for clarification on consistency and accuracy on the accomplishment of school forms.
3. Participants to this activity are District Heads, District Pool of Checkers and one Grade Six and one Year 4 adviser.
4. Below are the schedule of the seminar-workshop:

Date	Municipality	Venue
February 27, 2015	Alabel	Alabel Central Elementary School
March 2, 2015	Maitum	Malalag Central Elementary School
March 3, 2015	Kiamba	KPSTA Hall, Kiamba
March 9, 2015	Maasim	San Felipe Central Elementary School
March 16, 2015	Glan	Glan Central Elementary School
March 17, 2015	Malapatan	Malapatan Central Elementary School
March 18, 2015	Malungon	Malungon Central Elementary School

5. Transportation and other related expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Immediate and widest dissemination of this Memorandum is earnestly desired.