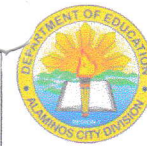


Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
Alaminos City



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DIVISION MEMORANDUM

DIVISION MEMORANDUM
DM-2020-035

TO : Division Checking Committee (DCC)
Chairman: Dr. Wilfredo E. Sindayen
Vice Chairman: Dr. Arturo R. Viray
Members: Dr. Orlando I. Guerrero – Cluster I
Mrs. Cecilia M. Nisperos – Cluster II
Dr. Ronald B. Radoc – Cluster III
Dr. Diana Marie G. Oiguan – SEPS
Mrs. Marife A. Viray – Planning Officer II
Education Program Supervisors
Heads of Public and Private Elementary and Secondary Schools

FROM : Office of the Schools Division Superintendent

SUBJECT : Division Orientation on the Preparation and Checking of School Forms for SY 2019–2020

DATE : January 14, 2020

1. The Division Orientation on the Preparation and Checking of School Forms for SY 2019–2020 will be held on January 23, 2020 starting at 1:00 in the afternoon at the Library Hub, this division.
2. The participants are the following:
 - DCC Members
 - Education Program Supervisors
 - School Heads (Public and Private)
 - Assistant Principals
 - Department Heads (All Learning Areas)
 - Class Chairmen (Grade 10 & 12) – ACNHS
 - Class Chairmen (Kindergarten & Grade 6) – ACS
 - 1 Key Teacher per Non-central School
 - 1 Key Teacher per 189 High School
3. The participants are required to bring copy of DepEd Order No. 11, s. 2018 and sample copies of School Forms 1–10 accomplished last 2018–2019 as references.
4. The compliance of all concerned is highly enjoined.


LORNA G. BUGAYONG PhD CESO VI
WEY Schools Division Superintendent

