

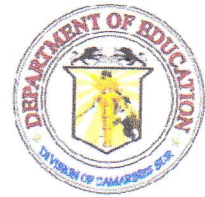


Department of Education

Region V

DIVISION OF CAMARINES SUR

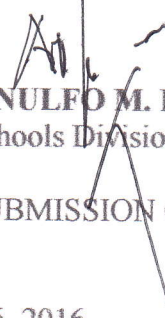
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 125 s. 2016

TO: Public Schools District Supervisors
Principals/School Heads
All other concerned

FROM:  **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

SUBJECT: SUBMISSION OF REQUIRED REPORTS IN THE PLANNING AND
RESEARCH SECTION

DATE: June 16, 2016

1. As reiterated in Division Memo No. 65 s. 2016, *Re: Regular Submission of Required Reports in the Planning And Research Section*, all school heads are reminded to submit the following reports this end of June:
 - a. SF 1, 4 and 7
 - b. Final Enrolment for the SY (hard and soft copy)
 - c. PSI-POP (for Secondary only)
 - d. List of Teachers with item number (for Elementary only)
2. Additional reports for submission:
 - a. Age Profile by grade level and gender
 - b. Name of School Research Coordinator
3. For your information, guidance and immediate compliance.