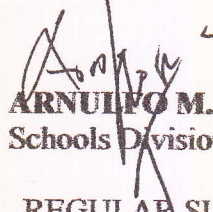




DIVISION MEMORANDUM

No. 65 s. 2016

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

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

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

DATE: March 16, 2016

1. To facilitate accurate and updated data in the Planning and Research Section, all school heads shall submit *regularly* the required reports/data following this timeline:

TIME LINE/DUE DATE	REQUIRED REPORTS/DATA TO BE SUBMITTED
End of June and March	SF 1
End of June, October and March	SF 4 (pls indicate if multigrade and monograde)
End of March	SF 5 & SF 6
End of June, October and March	SF 7
End of February	Early Enrolment (hard and soft copy)
End of June	Final Enrolment for the SY (hard and soft copy)
End of June and March	Instructional Rooms, Furniture, WATSAN
End of June and March /if there are changes in the data	PSI-POP (for Secondary only)
End of June and March	List of Teachers with item number (for Elementary only)

2. For your information, guidance and immediate dissemination.