



Republic of the Philippines
 Department of Education
 Region V(Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes



Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
 Website: www.depedrocatanduanes.com Tel No.: (052)811-40-63

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RELEASE
 DepEd, Division of Catanduanes
 RECORDS SECTION
 Date: OCT 13 2017
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DIVISION MEMORANDUM
 No. 196, s. 2017

**REITERATION OF THE SUBMISSION OF THE SCHOOL REPORT FOR
 "ISANG HAGDAN SA BAWAT PAARALAN PROJECT"**

TO: Public Schools District Supervisors
 Elementary and Secondary School Heads
 Teachers
 All Others Concerned

- Relative to Regional Unnumbered Memorandum dated July 6, 2017, this Office reiterates to all concerned the submission of report for **Isang Hagdan sa Bawat Paaralan Project**.
- Steel Single Section Ladder** and **Step Ladder** are recommended. A **steel single section ladder** is a one-piece ladder section that has no additional support structure. It must be leaned up against a structure while **step ladders** are A-framed shaped ladders with stepping rungs.
- The Report of Accomplishment Report of the project must be submitted to the SGOD Office **on or before October 16, 2017 (Monday)** c/o Social Mobilization and Networking Unit following the school reporting template below:

NAME OF SCHOOL	DISTRICT/ CLUSTER	QUANTITY OF RECEIVED/ PURCHASED STEEL LADDER	DATE RECEIVED/ PURCHASED	FUND SOURCE/ NAME OF DONOR/ SPONSOR

- Photos and resource mobilization activities must be included in the report.
- For information, guidance and immediate compliance.

By authority of the SDS:

[Signature]
 ANGELO JAMES O. AGUINALDE
 Accountant III
 Officer-in-Charge