



Republic of the Philippines  
**Department of Education**  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

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**UNNUMBERED MEMORANDUM**  
**OSDS-UM-10-25-2022/AVA1**



TO : Assistant Schools Division Superintendent  
Division Chiefs and Staff  
SDO Unit/ Section Heads  
Public Elementary & Secondary School Heads

FROM : **SUSAN S. COLLANO**  
Schools Division Superintendent

SUBJECT : **ADDEDUM TO UNNUMBERED MEMORANDUM DATED 10/24/2022**  
**Re: SUBMISSION OF ACTIVITY COMPLETION REPORT WITH QAME**  
**EVALUATION AS PART OF THE REQUIREMENTS FOR LIQUIDATION**  
**EXPENSES ON PPAs**

DATE : OCTOBER 25, 2022

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1. To ensure that the objective of learning and Development activity was achieved all program owners shall conduct a pre-test and post-test. The test materials and results shall be submitted to the SGOD SMME as part of the completion report.
2. For widest dissemination and compliance.

