



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



MEMORANDUM

TO : Public Schools District Supervisors
District ALS Coordinators
District Mobile Teachers

FROM : *for* JOSE L. DONCILLO, CESO VI *and*
Schools Division Superintendent

TITLE : SUBMISSION OF MONTHLY/YEAR END REPORTS

DATE : November 26, 2014

RELEASED
Records- Division of Catanduanes
RECORDS SECTION
Date NOV 27 2014
Time 9:45 am
By [Signature]

This is to remind all concerned of the submission of the following year-end reports.

- Master list of Learner-completers
- List of Prospective learners for the next calendar year
- ALS Performance Target 2015
- ALS Action Plan 2015
- PAST/RPMS (draft)
- Workload/Teaching Load 2015
- Annual Educational Plan 2015
- Division Clearance 2014
- MIS 001, 003, (soft & hard copy)
- Annual Report with pictorials (soft & hard copy)
- 4th Quarter Accomplishment Report

Said reports should be in this office on or before December 12, 2014 to give time for consolidation.

Likewise, all monthly reports should be submitted on or before the due dates previously set by this office.

For information, guidance and compliance.