



Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN

Arch. G.M. Reyes Street, Kalibo, Aklan

MEMORANDUM No. 84 s. 2019

To: CID/SGOD Chiefs
Division Checking Committee Chair, Vice Chairs and Members
School Heads of Private Schools (Elementary, Secondary and Integrated Schools)

From: FOR THE SCHOOLS DIVISION SUPERINTENDENT:

[Signature]
PATROCENIA Y. MAMBURAM

Administrative Officer V

Officer-in-Charge

Date: March 13, 2019

SUBJECT: DIVISION ORIENTATION ON THE IMPLEMENTATION OF GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

Please be informed of the orientation in implementing the Guidelines on the Preparation and Checking of School Forms for public and private schools on March 14, 2019 at the Division Office ASJ Hall with the following schedules:

Participants	Time
Division Checking Committee Members	8AM
Private School Heads	1PM

NO PROXY IS ALLOWED since each one has to understand his/her task, duties and responsibilities as prescribed in DepEd Order No. 11, s. 2018.

For cost effectiveness, each participant is advised to bring a hard copy of the said DepEd Order which will be utilized as reference during the orientation.

Incidental expenses are chargeable against local funds subject to availability and the usual accounting rules and regulations.

For your information and guidance.