



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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16 OCTOBER 2020

DIVISION MEMORANDUM  
No. 234, s. 2020

**HARMONIZED DIVISION RESOURCES  
GENERATED REPORT**

**TO: Public Schools District Supervisors  
Social Mobilization Coordinators  
All Others Concerned**

1. Relative to Republic Act 11032 of May 28, 2018 or “Ease of Doing Business and Efficient Delivery of Government Services Act,” the Division Office has taken its initiative through the Social Mobilization and Networking Section to create the Google Sheet titled, “SDO Aklan - Harmonized Division Resources Generated Report,” to address the weekly requirement of the Regional School Readiness report.
2. The schedule of the online training for the District coordinators is on **Friday, October 16, 2020, 10:00AM onwards** with Google Meet to be used as platform. The link is <https://meet.google.com/din-pbqy-huw>.
3. To be included in the online training are the guidelines in filling up the Google Sheet as follows:
  - a. For the monthly report of Resources Generated, cut off for the submission will be on or before the last working day of the month 5:00PM only.
  - b. Schools submission of Resources Generated report will not be entertained and will be emailed back for District consolidation. Only Consolidated District reports will be accepted for report processing.
  - c. Submitted reports will be consolidated by DO-SocMob and will be presented to the ManCom upon request of the Superintendent or his representative.
  - d. Every sheet is protected and only the District coordinator assigned by the Office of the Public Schools District Supervisor can access and input data on real-time from Monday to Friday until 5:00PM.

- e. An offline version of the template will be provided in case of internet connection issues. Cutoff for the offline version shall be every end of the month at 5:00PM.
  - f. Offline submissions can be submitted to the email address: socmobaklan@gmail.com. ***Submissions in previous group chats will no longer be entertained.***
  - g. For any concerns, assigned coordinators can send an email to the given address or may use previous group chats.
  - h. Harmonized Resources Generated reports have 19 sheets each assigned for the respective Districts to work on.
  - i. Only sheets of respective Districts is the sheet for data input and collection, other sheets are instruction and data consolidator which contains formula and totally lock for DO-SocMob use only.
4. Health and safety protocols are to be observed as articulated in the Inter-Agency Task Force (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with amendments as of June 03, 2020.
5. Relevant expenses incurred relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For immediate dissemination and strict compliance.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

/mbggp

Enclosures: none

Reference: RA 11032 of May 28, 2018

To be indicated in the Perpetual Index under the following subjects:

CAMPAIGN  
CONFERENCE  
MEETING  
POLICY

PROGRAMS  
RECORD  
WORKSHOP



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