



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



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RELEASED

March 3, 2016

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DIVISION MEMORANDUM
No. SV S. 2016

By _____
Angeles City
Division of City Schools

DIVISION ORIENTATION ON SCHOOL FORMS

**TO: Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary
School Heads
District Committee on Checking of Forms
Grade 6 Level Chairman**

1. This is to inform the field that the Division Orientation on School Forms is to be held at Gabaldon Bldg., DepED Angeles City, scheduled as follows:

March 8, 2016:

West District - 8:00 a.m. to 12:00 nn
South District - 1:00 p.m. to 5:00 pm

March 9, 2016:

North District - 8:00 a.m. to 12:00 nn
East District - 1:00 p.m. to 5:00 p.m.

March 10, 2016:

Secondary Schools - 8:00 a.m. to 12:00 nn

2. The objective of the orientation is to assist the school heads in the use and filling out of the different School Forms needed in preparation for the checking of forms.

3. Registration fee is P100.00 to cover expenses incurred in the said orientation charged to Division MOOE/School Canteen Fund subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.

LEILANI S. CUNANAN, CESO VI
OIC-Schools Division Superintendent