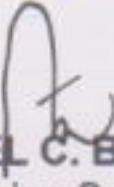




MEMORANDUM

To : Public School District Supervisors
Public and Private Elementary and Secondary Schools
All Others Concerned

From :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

Subject : **SUBMISSION OF DOCUMENTS TO FACILITATE VERIFICATION OF SCHOOL RECORDS.**

Date : August 8, 2018

In compliance to Unnumbered Regional Memorandum dated July 10, 2017. All Public and Private Elementary and Secondary School Heads are directed to submit the complete list of students/pupils enrollment (SY 2018-2019) as of July 31, 2018 (SF1 Form) in duplicate copies and 3 specimen signature of school heads (scanned copy) not later than **August 13, 2018**. Attention: Ligaya M. Arguelles and Julius Caesar ES. Gutierrez.

For strict compliance.

UM - 344, s. 2018

@LCA-jcg, 2018