



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
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DIVISION MEMORANDUM

No. 151 s, 2017

**To: PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS
DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
EDUCATION PROGRAM SPECIALISTS
UNIT HEADS**

**From: *ALLAN G. FARNAZO*
ALLAN G. FARNAZO, PhD, CESO IV
Regional Director IV, Concurrent SDS**

**Subject: Reminders for the coming SY 2017 – 2018 and Division
ManCom**

Date: May 17, 2017

1. To ensure efficient delivery of services, the field is hereby reminded of the following among others:
 - a. Master list of pupils per section per grade level at conspicuous places in the school;
 - b. Master list of pupils posted at the door of every classroom;
 - c. On-time flag raising ceremony on the first day of classes;
 - d. Observance of regular classes on June 5, 2017;
 - e. Teachers to wear the prescribed uniform
 - f. Daily Lesson Logs (DLL) prepared and signed;
 - g. Hands-on activities are encouraged to ensure maximum learning for students/pupils.
 - h. Class programs posted clearly
 - i. Using the school preparedness list to ensure that necessary reports and document are complied with;
2. Report number of students by gender by grade level every Wednesdays and Fridays of the week starting June 7 until 2nd week of July, 2017.
3. Division Mancom will be on May 26, 2017 – 1PM at the Division Office.
4. For your guidance and compliance.