DIVISION MEMORANDUM
No. 515, 8, 2017

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

From: 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 documents 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.