DIVISION MEMORANDUM
No. 104 s. 2017

To: PUBLIC AND PRIVATE ELEMENTARY SCHOOL HEADS
    PUBLIC AND PRIVATE SECONDARY SCHOOL HEADS

From: ALLENC N. FARNAZO, Ph.D., CESO IV
      Regional Director IV, Concurrent SDS

Subject: UPDATING OF THE TRACKING REPORT: DISPLACED
         LEARNERS FROM MARAWI CITY THAT ARE ENROLLED IN
         EL SALVADOR CITY DIVISION

Date: July 4, 2017

1. In reference to the unnumbered memorandum from the office of the
   undersecretary Atty. Alberto T. Muyot dated June 28, 2017, all divisions with
   enrolled displaced Marawi learners were tasked to submit on a daily basis an
   updated tracking report of the said learners mentioned

2. In connection to the unnumbered memorandum, the division office hereby tasked
   the concerned schools to submit an updated tracking report every Friday every
   week via email through elsalvadorplanningunit@gmail.com for consolidation.
   Upon emailing the report, please type and use the subject \textit{weekly update on the}
   \textit{displaced Marawi learners enrolled in (your school)}. Kindly use the template
   attached herein for uniformity of the report format. In case no changes of
   enrollment were noticed, please do still submit a confirmation report that no
   changes of enrollment were noted. The first report shall be submitted this Friday,
   June 7, 2017

3. The data, as stipulated in the memo will be use as basis in providing timely and
   adequate response for the well-being of the affected learners and personnel.

4. Only those schools with enrolled displaced Marawi learners shall submit this
   report. For your guidance and compliance.
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<th>REGION</th>
<th>DIVISION</th>
<th>SCHOOL ID</th>
<th>SCHOOL NAME</th>
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