

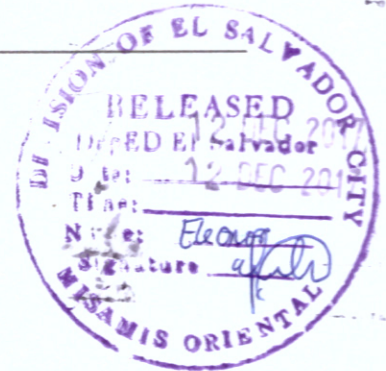


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DIVISION MEMORANDUM

No. 74 s, 2017



**To: PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS
This Division**

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

Subject: Submission of Remedial Reading Intervention Report

Date: December 11, 2017

1. All teachers and school heads are hereby required to submit the *Remedial Reading Intervention Report* as a requirement for the Local Government Unit incentive.
2. Kindly attach the following documents:
 - a. Narrative Report or Accomplishment Report;
 - b. Remedial Class Work Plan;
 - c. Documentation.
3. Schools are to submit only one folder per school. Deadline for submission is on or before December 14, 2017 at 3:00 o'clock in the afternoon at the Receiving Section, Division Office.
4. Immediate and strict compliance of this Memorandum is enjoined.