DIVISION MEMORANDUM
No. 744 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.