



Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
A. Velez St., Cagayan de Oro City



Tel No. 08822724615

February 11, 2014

DIVISION MEMORANDUM

No. 46 s. 2014

To: Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads

From: *for* *[Signature]* **CHERRY MAE L. LIMBACO, Ph. D., CESO V**
Schools Division Superintendent

Re: SUBMISSION OF REPORTS ON LIST OF PRINCIPAL QUALIFIERS AND RECORDS OF TRAININGS ATTENDED BY EPS, PSDS, AND ELEM/SEC SCHOOL HEADS

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1. One of the initiatives of this Division is to have a database recording in order to have an updated records and files.
 2. To make sure that we have an accurate and updated data, you are hereby requested to comply the following reports; **ATTENTION:** Dr. Joel L. Jayme – Newly Designated Division ICT Coordinator.
 - a. Records of Trainings Attended by EPS, PSDS, Elementary and Secondary School Heads (3 years back)
 - b. List of Passers of the National Qualifying Examinations for School Heads (NQESH) both Elementary and Secondary
 3. Attached is a pro forma as your guide. Deadline of submission of reports will be on **February 21, 2014** (Friday).
 4. Your prompt action on this matter will ensure the efficient database recording in this Division.
 5. For compliance.

CCL/jlj

1.7 FEB 2014 *[Signature]*

