



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
A.Velez St, Cagayan de Oro City



DIVISION MEMORANDUM

No⁹⁷⁰.....s. 2016

TO : Public Schools District Supervisors/District In-Charge
Elementary, Secondary and Senior High School Heads
This Division

From : ~~CHERRY MAE L.LIMBACO, Ph. D, CESO V~~
Schools Division Superintendent

Date : August 22, 2016

Re : **Assignment of all Public Schools District Supervisors/District In-Charge to Monitor the Submission of Secondary Form 7**

1. To facilitate the early submission of Secondary School Form 7 to the Division Office which is a basic requirement for the release of our monthly salary, all the Public School District Supervisors/District In-Charge are assigned to monitor every secondary schools in the following districts to wit;

Monitors	District
Merly B. Mabilin	: Lugait and Manticao Districts
Sally S. Aguilar ,Ph.D.	: Naawan, Initao and Magsaysay Districts
Mary Grace V. Gallana	: Libertad and Laguindingan Districts
Norberto E. Rosales	: Alubijid, Opol and Lagonglong Districts
Jhonny D. Redondo	: Tagoloan and Villanueva Districts
Ma.Teresa Absin,Ph.D.	: Claveria District
Mr. Nelson Absin	: Balingasag District
Rhodora L. Gallares,Ph.D.	: Sugbongcogon and Medina Districts
Ferminia C. Labis ,Ph.D.	: Kinoguitan and Talisayan Districts
Mr. Cielito Magsayo	: Jasaan and Salay Districts

2. Monitors will remind school heads to submit Secondary School Form 7 to the Division Office every 1st to 4th day of the month.

3. You are advised to update Mr. Rolly Gamao (Form 7 In-Charge) every 2nd day of the month to see to it that nobody will be late in submission.

4. For your information and strict compliance.