



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
www.depedmisor.net



DIVISION MEMORANDUM

No. 054, s. 2016

To: **PSDS
School Heads
Teachers**

Date: July 12, 2016

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *Cherry Mae L. Limbaco*

Re: **PROPER SUBMISSION OF REPORTS AND OTHER PERTINENT
DOCUMENTS THROUGH THE DISTRICT OFFICE**

1. Per Division Memorandum No. 153, s. 2015 re Reiterating DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-On-Task, this Office hereby directs all Public School District Supervisors, School Heads and teaching personnel to course through all reports and other pertinent documents to your respective District Office.
2. The said required reports and other pertinent documents that might be required from the schools by the Division need to be scrutinized by the School Head and the PSDS concerned.
3. As soon as the thorough review of the said report/s is/are done, the Office of the PSDS shall submit the same to the Division Office during Mondays, during the Division Execom, or depending on the urgency of the report.
4. For information, guidance and compliance.

CLL/DRRM_ckr