



Republic of the Philippines
 Department of Education
 Region XII
CITY SCHOOLS DIVISION OF TACURONG
 City of Tacurong
 Telefax No. 064-200-6316



DIVISION MEMORANDUM NO. 24, s. 2017

FOR : Cluster Heads, Elementary & Secondary School Administrators (Public & Private) This Division

FROM : ROMELITO G. FLORES, CESO VI
 OIC – Schools Division Superintendent

SUBJECT : YEAR-END SUBMISSIONS OF DOCUMENTS AND FORMS AND SCHEDULE OF GRADUATION/COMPLETION RITES

DATE : March 21, 2017

1. In preparations for the smooth conduct of the different End of School Year Rites, the City Schools Division of Tacurong would like to announce to the field that the following forms/ documents shall be submitted to this Office on or before April 3, 2017:

GRADE	FORMS/DOCUMENTS
1 - 6	<ul style="list-style-type: none"> • SF – 5 • Lists of Graduating pupils/students with Advisers • Lists of APPROVED Academic and Special Awardees • Lists of School Awards and Checking Committees
	<ul style="list-style-type: none"> • SF – 5 • Lists of Completers with Advisers

7 - 10	<ul style="list-style-type: none"> • Lists of APPROVED Academic and Special Awardees • Lists of School Awards and Checking Committees
11	<ul style="list-style-type: none"> • SF - 5 • Lists of APPROVED Academic and Special Awardees • Lists of School Awards and Checking Committees

2. It is emphasized that the following forms and documents will be thoroughly checked by the **SCHOOL CHECKING AND AWARDS COMMITTEES** and shall be **APPROVED** by the school head. In addition, other documents and forms in school shall also be thoroughly checked by the committees and kept in the office of the School Principal for ready reference.

3. Please see attached enclosures for the list of EPS and Division Personnel assigned for the respective cluster/school and the Completion/Graduation Schedules and Assignment of Chiefs, EPS and Section Heads for your reference.

4. For your preferential attention, guidance and compliance.

Encls: as stated

Allotment: 1-2-3-4 (D. O. 50, '97)

Reference: DepED Region Memo No. 115, s. 2016

To be indicated under the perpetual index under the following subjects:

COMPLETION GRADUATION YEAR END RITES

Enclosure No. 2 to the Division Memorandum No. 24 s. 2017

GRADUATION SCHEDULE AND ASSIGNMENT OF CHIEFS/ EPS/SECTION HEADS

Date of Graduation	Time	School	Division Representative
April 6, 2017	7:30 AM	Tacurong Pilot ES	Mayflor Romualdo
	7:30 AM	Amado Fernandez, Sr. CES	Virgie Metal
	7:30 AM	Pedregosa-Acosta ES	Agnes Villacruz
	7:30 AM	San Emmanuel ES	Jesus de Gracia, Jr.
	7:30 AM	Tina ES	Bernard Antolo
	7:30 AM	San Rafael ES	Joseph Pilotos
	7:30AM	Victorina P. Dasmarinas ES	Mary Ann Umadhay
	7:30AM	Casilda P. Venus ES	A. Arquiza
	7:30 AM	Ma. A. Montilla MES	Ninfa Ortizo
	1:30 PM	DMGrino CES	Ma. Dianne Joy Dela Fuente
	1:30 PM	Buenaflor ES	Sheryll Moradas
	1:30 PM	Abang-Suizo ES	Zenaida Porras
	1:30 PM	New Lagao ES	Joseph Pilotos
	1:30 PM	San Antonio ES	Mary Ann Umadhay
	7:30 AM	New Isabela CES	Randy Porras
	7:30 AM	Ma. Z. Bayya ES	Kristine Guillermo
	1:30 PM	Kalandagan ES	Virgie Metal
	1:30 AM	JHLason ES	Agnes Villacruz
	1:30PM	Josue Alcasid CES	A. Arquiza
	1:30 PM	Upper Katungal ES	Bernard Antolo
	1:30 PM	Rajah Muda ES	Ernie Pama
	7:30 AM	Rajah Muda ES-Annex	Ernie Pama
	1:30PM	Elisa Bernardo ES	Mohanni Paguita
	7:30 AM	Lancheta-Magallon ES	Jesus de Gracia, Jr.