



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

DIVISION MEMORANDUM

SGOD No. 55, s. 2020

April 6, 2020

SCHEDULE OF CHECKING OF YEAR – END REPORTS

TO: Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
Schools Governance and Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
This Division

1. To strategize and ensure delivery of basic services in this time of crisis, attached is the schedule of checking of year – end reports with corresponding school /cluster assignment and assigned CID and SGOD personnel for your perusal and reference.
2. Relative therewith, all assigned personnel are required to report to their respective offices on the said dates.
3. It is emphasized that social distancing shall still be strictly observed during the checking.
4. The Chiefs of the CID and SGOD are directed to ensure the dissemination of this Memorandum and at the same time monitor the status of accomplishment in the duration of the checking. Written report of accomplishment as well feedback and recommendation shall be submitted to the undersigned on or before April 27, 2020 for future policy formulation.
5. Further, this is to underscore that only the School Heads are advised to submit the reports before the schedule of each school/cluster.
6. For the information and guidance of all concerned.

MIGUEL P. FILLALAN JR., CESO VI
OIC – Schools Division Superintendent

Enclosure: As stated



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SCHEDULE OF CHECKING

Date	Cluster/School	SGOD	CID
April 13, 2020	Central	Chief Mayflor D. Romualdo Ernie P. Parma Junafior Sucaidito	Chief Arlene Rosa G. Arquiza Agnes G. Muyo Cleo Irene Ines Ma. Dianne Dela Fuente
April 14, 2020	West	Reginaldo Alejandro Mohani Pagutal Janice P. Suboc	Jesus V. De Gracia Ivy P. Laminatao Berand F. Antolo
April 15, 2020	East	Ernie P. Parma Jonald S. Cadiao Evangeline Comages	Frank T. Nawal Ninfa C. Ortizo Ma. Dianne Dela Fuente Charlie P. Barga
April 16, 2020	North	Chief Mayflor D. Romualdo Reginaldo Alejandro Leonor Po	Randy E. Porras Ma. Sairah Hong Arlac G. Billano Rona L. Bred
April 17, 2020	South	Ernie P. Parma Junafior Sucaidito Janice P. Suboc	Joseph R. Pilotos Virgie Metal Delia Eliarda Ronnie L. Formacion
April 20, 2020	Rajah Muna NHS/ AS Bernardo NHS (AM)	Evangeline Comages Mohani Pagutal Jonald S. Cadiao	Randy E. Porras Ma. Sairah Hong Arlac G. Billano Rona L. Bred
April 20, 2020	Upper Kaungal NHS/VF Griño MNHS (PM)	Reginaldo Alejandro Leonor Po Ernie P. Parma	Frank T. Nawal Ninfa C. Ortizo Ma. Dianne Dela Fuente Charlie P. Barga
April 21, 2020	Tacurong NHS (AM)	Chief Mayflor D. Romualdo Ernie P. Parma Junafior Sucaidito	Jesus V. De Gracia Ivy P. Laminatao Berand F. Antolo Mary Ann C. Umadhay
April 22, 2020	San Emmanuel NHS/San Pablo NHS	Reginaldo Alejandro Mohani Pagutal Janice P. Suboc	Joseph R. Pilotos Virgie Metal Delia Eliarda Ronnie L. Formacion