



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OFFICE

**NEGROS ORIENTAL**

*Flourishing the Paths to Educational Excellence*




Division Memorandum  
February 9, 2017

**SUBMISSION OF DIRECTORY OF SCHOOL HEADS PER DISTRICT**

To : Public Schools District Supervisors/District In-Charge

1. In preparation for the upcoming Division Executive Conference scheduled on February 23, 2017 you are requested to submit to the Schools Division Office a directory of public elementary & secondary school heads in your district using the template attached.
2. The list of school heads per district shall be computerized in a short-sized bond paper and to be submitted to the SDO on or before February 20, 2017 in two (2) copies.
3. The template has five (5) columns. Properly supply the data per column leaving the 5<sup>th</sup> column empty.
4. For immediate action.

  
**LELANIE T. CABRERA, CESE**  
**Asst. Schools Division Superintendent**  
**Office In-Charge**

19 FEB 2017

