



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

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MEMORANDUM

TO:

- Chief, SGOD
- Chief, CID
- District Supervisors
- Junior and Senior High School Heads
- District Statisticians (JHS, SHS)
- District Registrars (JHS, SHS)

FROM: Schools Division Superintendent

SUBJECT: Submission of School Document on Establishment and To Operate

DATE : September 12 2017

1. The Office is requesting for copies of documents on Establishment or to Operate from all Junior High Schools and Senior High Schools within the Division of Negros Oriental.
2. This is to validate the right names of Junior and Senior High Schools in the EBEIS.
3. Please submit the requested documents with the summary form shown below on or before September 15, 2017; Attention: Planning Office.

District: _____

Date: _____

School ID	Name of School	Date Established	Date of Operation

4. It is further requested that these be submitted also in soft copies thru the ACT Planning Group.
5. For your information and guidance.

LELANIE T. CABRERA, CESE

Asst. Schools Division Superintendent

Office in-Charge

12 SEP 2017