Republic of the Philippines
Department of Education
Region 02
SCHOOLS DIVISION OF ISABELA
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MEMORANDUM

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads/Principals
All others concerned

From: **JESSIE L. AMIN, CESO V**
Schools Division Superintendent

Date: March 26, 2018

Subject: **Submission of School Year End Reports**

The Division informs the submission of school year-end reports for SY 2017-2018 which form part of school officials' clearance should be submitted on the dates specified below to the concerned personnel in-charge, to wit:

NO.	REPORTS	DUE DATE	IN-CHARGE	SIGNATURE	DATE RECEIVED
1	OPCRF of School Heads	04-16-2018	ASDS Edna P. Abuan (Area 1&2) ASDS Jesus B.Maggay (Area 3&4)		
2	IPCRF for Non-Teaching Personnel	04-16-2018	OSDS – Susan Marie P. Bartolome		
3	School Heads Clearance (Elem. & Sec.)	04-16-2018	OSDS – Susan Marie P. Bartolome		
4	ISTA and Local Teachers Association matters	04-16-2018	OSDS – Susan Marie P. Bartolome		
5	Perpetual Inventory (books, facilities, equipment)	04-16-2018	OSDS – Susan Marie P. Bartolome		
6	Schedule of Utility and Security Guards (Summer 2018)	04-16-2018	OSDS – Susan Marie P. Bartolome		
7	Waste Materials (Form 64)	04-16-2018	OSDS – Susan Marie P. Bartolome		
8	Report of Unpaid Salaries of Teachers	04-16-2018	OSDS – Susan Marie P. Bartolome		
9	Proportional Vacation Pay (PVP)	04-16-2018	OSDS – Susan Marie P. Bartolome		
10	Liquidation Reports of Schools	04-16-2018	OSDS – Karren Pearl Sampang		
11	District Summary of IPCRF of Teachers	04-16-2018	OSDS - Lou Jane M. Nicolas		
12	Supplemental Plantilla (2018)	04-16-2018	OSDS – Lou Jane M. Nicolas		
13	Report of Natural Vacancies	04-16-2018	OSDS – Lou Jane M. Nicolas		
14	Unimplemented ERF of Teachers	04-16-2018	OSDS – Lou Jane M. Nicolas		
15	List of Expected Retirees (2019-2020)	04-16-2018	OSDS – Lou Jane M. Nicolas		
16	Updated PSIPOP of Sec. Schools FY 2018	04-16-2018	OSDS – Lou Jane M. Nicolas		
17	Statement of Assets, Liabilities and Networth (SALN)	04-16-2018	OSDS – Lou Jane M. Nicolas		
18	201 File of Newly appointed teachers (June 2017-present)	04-16-2018	OSDS – Paz C. Adaya		
19	Inventory of IT and Computer Equipment	04-16-2018	OSDS – Orlando L. Nicolas, Jr.		
20	Inventory of TLE/TVL Tools and Equipment	04-16-2018	CID – Danilo Gabriel		
21	Inventory of Math and Science Equipment	04-16-2018	CID – Maria Lourdes Bueno		
22	Report on District MEA (Consolidated Elem&Sec. School)	04-16-2018	CID – Maria Lourdes Bueno		
23	District TA Report		CID – Maria Lourdes Bueno		

NO.	REPORTS	DUE DATE	IN-CHARGE	SIGNATURE	DATE RECEIVED
24	SY 2017-2018 Accomplishment Reports:				
	a. Multi-grade / LR	04-16-2018	CID – Gene Geronimo		
	b. MTB-MLE	04-16-2018	CID – Emilia E. Estudillo		
	c. ELLN	04-16-2018	CID – Emilia E. Estudillo		
	d. Kindergarten – ECD Post Assessment	04-16-2018	CID – Emilia E. Estudillo		
	e. Madrasah	04-16-2018	CID – Emilia E. Estudillo		
	f. IPED	04-16-2018	CID – Laila A. Taguinod		
	g. SPED	04-16-2018	CID – Laila A. Taguinod		
	h. ALS	04-16-2018	CID – Fernando A. Tungpalan		
	i. DRRM Module Implementation (Grades 3 & 7)	04-16-2018	CID – Amador R. Cabalonga		
	j. Special Program for the Arts	04-16-2018	CID – Amador R. Cabalonga		
	k. Tech-Voc	04-16-2018	CID – Danilo Gabriel		
25	Organized District/Secondary School Learning Resource Quality Assurance (LRQA) Team	04-16-2018	CID – Timoteo H. Bahiwal		
26	District/Secondary School Learning Resource Quality Assurance (LRQA) Report	04-16-2018	CID – Timoteo H. Bahiwal		
27	2018 Brigada Eskwela Report a. BE Form 1 b. BE Form 2	04-16-2018	SGOD – Manolo Y. Bagunu		
28	Status Report of DORP Implementation	04-16-2018	SGOD – Manolo Y. Bagunu		
29	WFP of Schools (Aligned with SIP/AIP)	04-16-2018	SGOD – Marciana B. Manghi		
30	AIP of Schools for CY 2018	04-16-2018	SGOD – Marciana B. Manghi		
31	District Consolidated SPPD	04-16-2018	SGOD – Ma. Larisa I. Nano		
32	List of Partners and Donations (SY 2017-2018)	04-16-2018	SGOD – Ma. Rosanna A. Dauigoy		
33	Report on CPC, CICL & Ant-Bullying Policy	04-16-2018	SGOD – Ma. Rosanna A. Dauigoy		
34	SEF Report	04-16-2018	SGOD – Ma. Rosanna A. Dauigoy		
35	District Consolidation of Status of School Lot	04-16-2018	SGOD – Filflor T. Duque		
36	School Report Card (SRC): a. District Consolidated b. Trifold (school)	04-16-2018	SGOD – Lordino G. Antonio		
37	List of Completed Action/ Applied Researches	04-16-2018	SGOD – Lordino G. Antonio		
38	List of School IGP and Innovations	04-16-2018	SGOD – Lordino G. Antonio		
39	Composition of District Research Committee	04-16-2018	SGOD – Lordino G. Antonio		
40	School Forms: a. SF 4 b. SF 5 c. SF 6	04-16-2018	SGOD – Tirso T. Reyes		
41	NDEP/PDEP Report	04-16-2018	SGOD – Marinell T. Eclipse		
42	School Report on School Canteen Management	04-16-2018	SGOD – Marinell T. Eclipse		
43	School Report on SBFP Implementation	04-16-2018	SGOD – Marinell T. Eclipse		
44	Medical/Laboratory Result of Teachers	04-16-2018	SGOD – Marinell T. Eclipse		

All Public Elementary and Secondary School Heads are directed to submit the required school year end reports directly to their concerned PSDSs/PICs for the issuance of their clearance before the specified due dates. Promptness in the submission of said reports is hereby enjoined.

For immediate and wide dissemination.