



Republic of the Philippines
Cordillera Administrative Region
Department of Education
BENGUET DIVISION
Wangal, La Trinidad, Benguet, 2601
Telefax: (074) 422-6570; (074)422-7501

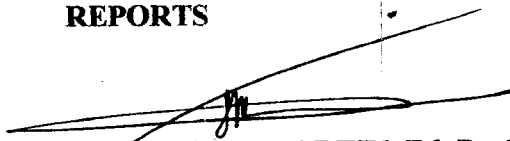


DIVISION MEMORANDUM

No. 062 s. 2016

TO : Education Program Supervisors
Public Schools District Supervisors
School Heads, All Public and Private Elementary and Secondary Schools
All Others Concerned

SUBJECT : **SUBMISSION OF END-OF-SCHOOL YEAR (EOSY) 2015-2016 REPORTS**


FROM : **FEDERICO P. MARTIN, Ed. D., CESO VI**
Schools Division Superintendent

DATE : March 23, 2016

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1. All concerned school heads are hereby required to submit the following end-of-school year reports:
 - A. School Form 4 (SF4) for the Month of March 2016 - Monthly Learner's Movement and Attendance (Please specify reasons for dropouts with the corresponding number of pupils per reason)
 - B. School Form 7 (SF7) for the Month of March 2016 - School Personnel Assignment List and Basic Profile
 - C. List of All Teaching and Non-Teaching Personnel Profile by School for the Month of March 2016 - sample forms were distributed and attached to Division Memorandum No. 073 s. 2015, dated July 13, 2015
 - D. School Forms 5 & 6 are to be generated online from the Learner Information System (LIS) and to be submitted to this Office on or before May 20, 2016 (1st Endorsement of DepEd Order # 14, s. 2016)
 2. It is requested that above-stated reports, letters A, B and C are to be submitted to this Office care of the Planning & Research Section on or before April 15, 2016.
 3. Prompt compliance hereon is advised.