



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BENGUET
Wangal, La Trinidad, Benguet, 2601



Office of the SDS: (074)422-6570 (telefax); Administrative Officer: (074)422-3790;
Accounting Office: (074)422-7501; Supply Office: (074)424-2863; Lobby/Officer of the Day: (074)422-2001

December 7, 2018

DIVISION MEMORANDUM

No. 320, s. 2018

To: OSDS, CID, SGOD Staff
Public Schools District Supervisors
School Heads, Teachers and Non-Teaching Personnel of
Public Elementary and Secondary Schools
All Other Concerned

DEC 07 2018

From: **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

SUBJECT: SUBMISSION OF REQUIRED REPORTS

1. This is to require all schools and other concerned units / Divisions to submit the following reports using indicated format:

- a. List of Investigatory Projects and Strategic Intervention Materials in all subject / learning areas:

Subject / Learning area	Title of the Investigatory Project	Proponent

Subject / Learning area	Title of Strategic Intervention Materials	Author

- b. List of Innovations / Initiatives / Best Practices

Level	Title	Initiator / Coordinator (for Individual Initiatives)
School		
District		
Division OSDS SGOD CID		



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c. List of School Papers

Medium	Name of the Paper / Publication	Highest Award and Level
Filipino		
English		

Note: In order to realize one of the goals of K – 12 curriculum which is the development of the learners with effective communication skills, all schools without papers are required to put up a school paper starting SY 2019-2020. Wall school paper/publication is a good start. In addition, distribution of 2 issues of school paper per school year is encouraged.

2. Submission of these reports to the Schools Division Office shall be on or before December 31, 2018.
3. Compliance and immediate dissemination of this memorandum is desired.



Memo to CID

1. List of Investigatory Projects in all subject areas.
2. List of innovations/Initiatives/^{Best practices} in schools, districts and
DIO ← SGO
OSDS
CID
3. List of school papers - To commend schools with school papers and advise them to have 2 issues per school year (By semester)
4. Advise on Differentiated Instruction and Multi-grade Teaching