Republic of Education
DEPARTMENT OF EDUCATION
Region X1
Division of Digos City

DIVISION MEMORANDUM NO. 224 s. 2016

TO : Public Schools District Supervisors
     School Heads

FROM : DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

SUBJECT : SUBMISSION OF REPORTS

DATE : April 29, 2016

1.) The field is requested to submit the following based on the Timeline given:

   a.) Letter Request for Additional and/or Change of Grade 5 teacher-participants for K to 12 Mass Training of Teachers in Grade 5 on or before May 2, 2016;

   b.) Status Report of K to 12 trainings and Production/Availability of CGs, TGs and LMs per school and per Learning Area on or before May 6, 2016. Please see attached template.

<table>
<thead>
<tr>
<th>School</th>
<th>Name of Teachers</th>
<th>Grade Level Assignment</th>
<th>Date of Assignment in the Present Grade Level</th>
<th>K to 12 Training/s Attended</th>
<th>Status of Availability</th>
<th>Remarks</th>
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<td>LMs</td>
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   c.) Accomplishment Report in Filipino.

2.) For immediate dissemination and compliance.