DIVISION MEMORANDUM
No. 1136, s. 2018

SUBMISSION OF NOTARIZED MEMORANDUM OF AGREEMENT OF SCHOOLS

To: Public Schools District Supervisors
   Elementary and Secondary School Heads

1. In preparation for the implementation of systematized records management, we are requesting the school heads to submit an original copy of all notarized Memorandum of Agreements (MOA) entered into by the schools starting CY 2015 onwards.

2. Deadline for submission will be on December 7, 2018.

3. For your strict compliance.

WINNIE E. BATOON, Ed.D
Officer in Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

SUBJECT ADMIN RECORDS MOA

RECORDS SECTION AOV: Submission of Notarized Memorandum of Agreement
November 22, 2018