



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

www.depednegor.net

July 4, 2018

DIVISION MEMORANDUM

NO. 399, S. 2018

TO : Assistant Schools Division Superintendent  
Chief, CID & SGOD  
Division Education Program Supervisors  
Public School District Supervisors/District In-charge  
Public Elementary & Secondary School Heads  
All Other Concerned

SUBJECT : SUBMISSION OF REPORTS OF THE 2018 GAD ORIENTATION TO GRADUATES

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1. All School Heads (Elementary and Secondary) are reminded to **submit the reports of the 2018 GAD Orientation to Grade 6 and Grade 10 Graduates using the GAD Funds on or before July 31, 2018.** The required reports (copy/xerox only) include the following, to wit;
    - a. Training Design
    - b. Attendance
    - c. Liquidation marked received by the authorized accounting personnel of the division
    - d. Annual Procurement Plan(APP) showing the GAD Orientation expenditures
  2. Submission of the above reports to the division office should be by District.
  3. For your information and guidance.

**WILFREDA D. BONGALOS Ph.D., CESO V**  
Schools Division Superintendent

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JUL 2018