



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the Schools Governance and Operations Division**  
Capitol Area, Dumaguete City

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**MEMORANDUM**

**TO: Public School District Supervisors**  
**School Managers**  
**All Others Concerned**

**SUBJECT: SUBMISSION OF 4<sup>th</sup> QUARTER ADOPT-A-SCHOOL REPORT**

**DATE: January 8, 2018**

1. In the pursuit of recognizing our partners in school through **Adopt-A-School Program**, you are hereby reminded to submit your **4<sup>th</sup> Quarter Adopt-A-School Report** on **January 11, 2018**.
2. Anent this, all **Adopt-A-School District Coordinators** are requested to see to it that reports are well-done. Data entered must be well-accomplished for easy and expeditious consolidation by the **Division Office**.
3. Moreover, all district coordinators are urged to expedite the submission by emailing the consolidated district report in this address: [jenith.cabajon@deped.gov.ph](mailto:jenith.cabajon@deped.gov.ph) for fast submission. While, hard copy reports (consolidated district report only without attachments) must be handed in **ON TIME** to **Mrs. Jenith Corpis-Cabajon, Division ASP Coordinator** at the **SGOD of our Negros Oriental Division Office**. **REPORTS** not submitted on time will not be merited for the 4<sup>th</sup> quarter.
4. For widest dissemination and compliance

**SALUSTIANO T. JIMENEZ, CESO VI**  
*Assistant Regional Director, Region 7*  
*Concurrent OIC, Schools Division Superintendent*

1/8/18

STJ/rbp/jcc



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