



Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS  
ORIENTAL**  
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**Memorandum:**

**To** : All District Supervisors  
District Statisticians ( Elem, JHS, SHS)  
District Registrars ( Elem, JHS, SHS)  
Private Schools Administrators

**From** : Schools Division Superintendent


**Subject** : **Seminar on DepEd Order No. 11 s. 2018 : Guidelines on the Preparation and Checking of School Forms**

**Date** : March 20, 2018

1. There will be a **half day Seminar on DepEd Order 11, s. 2018: Guidelines on the Preparation and Checking of School Forms** at the Girl Scout Building, Dumaguete City with this schedule:

Cong. District	Date	Time
First Cong. District	March 23, 2018	8:30 Morning
Second Cong. District	March 23, 2018	1:00 Afternoon
Third Cong. District	March 26, 2018	8:30 Morning

2. This seminar intends to provide guidance in the preparation and checking of School Forms for school year 2017-2018 and come up with strategies to lessen issues.
3. This seminar will be attended by District Supervisors, District Statisticians from the elementary , Junior High School , Senior High School levels and Private School Administrators or representatives. There will be 7 participants from every district of the public schools and 1 for every private school.
4. Participants are requested to bring copy of DepEd Order 11, s. 2018 .
5. Snacks shall be served during the activity.
6. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For your information and guidance.

  
**Salustiano T. Jimenez, CESO VI**  
OIC, Office of the Asst. Regional Director  
Concurrent OIC Office of the Schools Division Superintendent

20 MAR 2018