



Memorandum:

To : All District Supervisors
District Statisticians (Elem, JHS, SHS)
District Registrars (Elem, JHS, SHS)

From : Schools Division Superintendent

Subject : **2018 Learners' School Records, Utilization of New School Forms and Effective Communication Skills**

Date : **February 23, 2018**

1. There will be a seminar-workshop on the 2018 Learners' School Records, Utilization of New Forms with Effective Communication Skills. This will be held at the Division Conference Room with the following schedule:

District	Date
First Cong. District	February 27, 2018
Second Cong. District	February 28, 2018
Third Cong. District	March 1, 2018
Private Schools	March 2, 2018

2. It is imperative that the new school forms be utilized effective SY 2017-2018 per DO 58, 2017. The learners' school records are now ready after a thorough EBEIS housekeeping.
3. This seminar-workshop intends to discuss the use of the new school forms with effective communication skills.
4. This will be attended by District Supervisors, District Statisticians from the elementary level, Junior High School and Senior High School and assigned District Registrars from the elementary level, Junior High School and Senior High School.
5. Please bring the following reports :
 - a. Accomplished District level Tracking Sheets for Statisticians and Registrars.
 - b. Sample old school forms
 - c. New School Forms (Form 1 to 10)
6. Meals and snacks shall be served during the activity.
7. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. For more information, please call the Planning Section : 411-8511 or 09153633156.
9. For your information and guidance.

23 FEB 2018

JDT: SALUSTIANO T. JIMENEZ, CESO VI
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Concurrent OIC Office of the Schools Division Superintendent