



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong
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Memorandum:

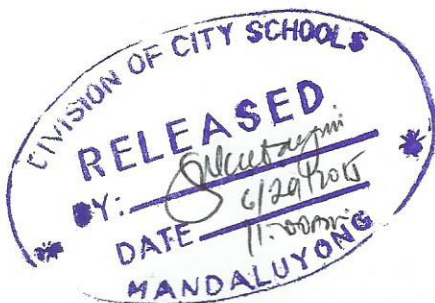
TO: Chief Education Supervisors, SGOD & CID
Education Program Supervisors
Principals, Public Elementary & Secondary Schools

SUBJECT: Submission of Accomplishment Reports of Every School Club(s)/Organization for SY: 2013-2014 & 2014-2015

DATE: June 29, 2015

RUSA

1. In preparation for the evaluation of **Child Friendly City on July 2-3, 2015**, the **Local Council for the Protection of Children** is asking several reports on the following:
 - a. **SSG & SPG Narrative Reports**, includes the:
 - Rationale
 - Objective
 - Work Plan of Activities
 - List of Officers
 - List of activities
 - Pictures**(Use A4 bond paper, no hole/fastener, just paper clip)**
 - b. Other clubs/organizations- same format
 - c. **School Improvement Plan (SIP)**
2. School heads are advised to submit the said reports to the division office through **MRS. EMMA G. ARRUBIO**, Chief Education Supervisor, SGOD not later than 5:00pm, today June 29, 2015.
3. Immediate and wide dissemination of this Memorandum is desired.



[Signature]
NERISSA L. LOSARIA, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent