

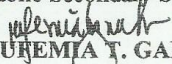


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region XI  
Division of Island Garden City of Samal  
Peñaplata, District II, IGACOS  
Telefax 082-301-4121



Division Memorandum  
No. 013, s. 2014

TO : Public Elementary School Heads  
Public Secondary School Heads

FROM :   
EUFEMIA T. GAMUTIN  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

SUBJECT : Submission of School Site Documents

DATE : January 8, 2015

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You are hereby advised to submit pertinent school site ownership documents in clear copies not later than January 19, 2015, attention: Division Planning Officer (Mrs. Melanie A. Del Campo).

For your guidance and strict compliance.

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