



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region XI
 DIVISION OF THE ISLAND GARDEN CITY OF SAMAL
 Peñaplata, IGACOS
 Telefax No. 084-301-4121



February 4, 2015

Division Memo No. 047
 s. 2015

TO: OIC- Office of the Assistant Schools Division Superintendent
 Education Program Supervisors and Coordinators
 School Heads of Schools with Special Programs

FROM: 
 EUFEMIA T. GAMUTIN, CESO VI
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION of Urgent Reports**

This is to remind everyone in the field that as announced and agreed in the First Division ManCom Meeting last January 30, 2015 at Aumbay Elementary School, schools are required to submit the following accomplished forms on dates specified below:

1. Report on Fund Utilization - February 15 of every year
2. School Annual Report - April 30 of every year
3. Planning Office - February 9, 2015
 - a. Consolidated LGU-Based Population Survey (2012-2013 to 2014-2015)
 - b. Consolidated Performance Indicators (2009-2010 to 2014-2015)

All templates can now be downloaded from the schools division office website:
www.depedigacos.weebly.com

For strict compliance.