

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS
Tagbilaran City



December 10, 2015


DIVISION MEMORANDUM

No. 379 s. 2015

SUBMISSION OF PRIORITY NEEDS

To : Chiefs, CID and SGOD
CID Personnel
Administrative Personnel
Accounting and Finance Personnel
Supply Personnel
Heads, Public Elementary and Secondary Schools

1. The Local School Board budget for this division for the CY 2016 is due for preparation. In view of this, all school heads, CID, SGOD, Administrative, Accounting and Supply office personnel are enjoined to submit a list of priority needs.
2. This required report is to be submitted to Mrs. Mitch Micabani on Monday, December 14, 2015 from 8:00 to 12:00 in the morning.
3. For your information, guidance and compliance.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent