



March 15, 2019

To: Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

In order to completely affix the signatures of the Division Checking Committee (DCC) members in the diplomas and School Form Checking Reports (SFCR) prior to the conduct of Moving Up and Graduation Ceremony, all Elementary and Secondary School Heads are advised to attend in the following schedule of signing of the documents:

Date and Venue	Time	Attendees	Bring ONLY the following documents:
March 28, 2019 SDO Bulacan	8:00AM-12:00PM	All EDDIS 1 Elementary and Secondary School Heads	1. SFCR 1, 2, 3 2. Moving Up Certificates 3. Graduation Diplomas
	1:00-5:00PM	All EDDIS 2 Elementary and Secondary School Heads	
March 29, 2019 SDO Bulacan	8:00AM-12:00PM	All EDDIS 3 Elementary and Secondary School Heads	
	1:00-5:00PM	All EDDIS 4 Elementary and Secondary School Heads	

Transportation and snack allowance of the participants shall be taken from canteen funds subject to the usual accounting and auditing rules and regulations.

This letter serves as Travel Order of the personnel involved in the activity.

An attendance of 100% is hereby enjoined.


ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent

DIVISION LETTER

No. 055, s.2019