



April 12, 2019

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

In line with the consolidation and submission of the year-end documents stipulated in the DepEd Order No.11, s.2018, the schedule listed below shall be observed by the concerned personnel:

Person-in-Charge of Consolidation of Forms	What to Prepare and Submit: (One (1) Copy per Document ONLY)	Date of Submission
Elementary and Secondary School Heads	School Form 5 (SF 5) School Form 6 (SF 6) SFCR 1	April 26, 2019 – to be submitted to District Office for consolidation
District Central Principal/ District In-Charge of School Forms	SFCR 2 Consolidated SF 5, SF 6 and SFCR 1	May 3, 2019 – to be submitted to Division Office

Transportation and snack allowance of the personnel involved in this activity shall be taken from canteen funds/local funds subject to the usual accounting and auditing rules and regulations.

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


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

DIVISION LETTER

No. 068, s.2019



ISO 9001:2015 CERTIFIED
Registration Number: DE-50500546 QM15

