



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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UNNUMBERED OFFICE MEMORANDUM

**ONLINE SUBMISSION OF ANNUAL REPORT 2017
SDO PROPER**

To : **All Functional Divisions**

1. In anticipation for the submission of consolidated annual report of the Division to DepEd Regional Office (RO), City Government of Baguio, and other requesting agencies; each Functional Division is informed that the **Annual Report 2017 shall be accomplished and submitted through google sheets.**
2. This innovative and paperless mechanism has been proven effective and efficient way of harvesting quality data from the field by the Planning and Research Section of the Schools Governance and Operations Division.
3. To facilitate the said mechanism, link will be sent to the **gmail/deped account of the person/s in-charge. Deadline of completion of google sheets will be on 25 January 2018.**
4. For technical assistance, please refer to Planning and Research Section of the Schools Governance and Operations Division.
5. Immediate and wide dissemination of this Office Memorandum to all concerned is required.


FEDERICO P. MARTIN, CESO VI, EdD
Schools Division Superintendent