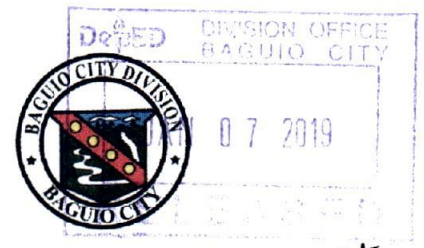




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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Tel. No.: (074) 442-7819/446-1488 Fax: (074) 422-7819

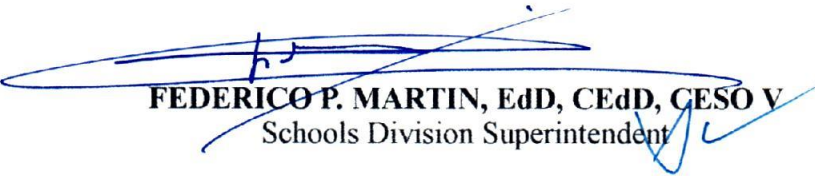


DIVISION MEMORANDUM
No. 005, s. 2019

**ONLINE SUBMISSION OF ANNUAL REPORT 2018
SDO PROPER**

To : **All Functional Divisions (FDs)**

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; the FDs are informed that the **Annual Report 2018 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.
3. To facilitate the said mechanism, link will only be sent to the official **school gmail accounts. Deadline of completion of google sheets through <https://tinyurl.com/schoolannualreport2018> will be on January 18, 2019.**
4. For any clarifications, please call the SGOD- Planning and Research at (074) 446 6738.
5. Immediate and wide dissemination of this Memorandum to all concerned is required.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent