



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 076 s,2019

TO: Education Program Supervisors
Public Schools District Supervisors
All others concerned

FROM: **FEDERICO P. MARTIN,Ed.D.,CEd.D.,CESO V**
Schools Division Superintendent

SUBJECT: **Use of Monthly Accomplishment Report (NEW Format) and other reminders**

1. This is to inform all CID personnel on the use of new monthly accomplishment report format to be submitted on or before the 5th day of the following month.
2. The new monthly accomplishment report will take effect this 2019, thus January accomplishment report can be submitted until the 15th day of February, 2019.
3. The softcopy of the said new format will be sent thru your respective e-mails.
4. Kindly be reminded of the following:
 - a. Submission of IPDP will be on or before February 12, 2019 (see div.memo 54s2019).
 - b. Daily Time Record (DTR) with complete attachments is to be submitted on or before the 5th day of the succeeding month.
 - c. Itinerary/supervisory plan is to be submitted on or before the 5th day of the succeeding month.
5. Please be guided accordingly.

FEDERICO P. MARTIN,Ed.D.,CEd.D.,CESO V
Schools Division Superintendent

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