



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



DIVISION MEMORANDUM

No. 045 s. 2016

TO : **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
HEADS, PUBLIC ELEMENTARY and SECONDARY SCHOOLS**

FROM : **CATHERINE P. TALAVERA, Ph. D.**  
OIC- Schools Division Superintendent

BY : **EDWIN R. RODRIGUEZ, Ed. D**  
Chief, School Governance & Operation Division

SUBJECT : **SDO's Schools Visitation**

In line with the advanced communication received by the Schools Division Office from Central and Regional Office about their visits which is tentatively scheduled on March 2017, the SDO will conduct schools' visitation on February 22- March 2, 2017 in preparation for this activity. All schools are advised to be ready with the following:

1. Enhanced School Improvement Plan and School Report Card
2. Annual Improvement Plan
3. School Based Management (SBM APAT Corner)
4. School to School Partnership (Corner)
5. Disadvantaged Learners
6. Early Language Literacy and Numeracy
7. Result based Management System
8. External Partnerships
9. Disaster Risk Reduction
10. Child Protection

Immediate dissemination of this memorandum to all concerned is earnestly desired.

