



Republic of the Philippines
Department of Education
Region IV – A CALABARZON
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM NO. 204

TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
All others concerned

FROM : DR. CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: REMINDER ON SUBMISSION OF ANNUAL IMPLEMENTATION PLAN 2018-2019
AND OTHERS

DATE : July 02, 2018

This office would like the field to take note that as of June 29, 2018, SBM records show the following:

- 100% submission of the SWOT Analysis
- 83% or 30 out of 36 schools have submitted ACTION PLAN to raise SBM Level of Practice
- 92% or 33 out of 36 schools have submitted the ALIGNMENT OF PPAs with the OPCRf
- 42% or 15 out of 36 schools have submitted ACTION PLAN/CALENDAR OF ACTIVITIES
- Only Malaoa-a and TWCS I have submitted the Annual Implementation Plan 2018-2019

Relative to this, it reiterates that the aforementioned are expected to have been given attention before the opening of classes.

ATTENTION:

To all concerned for documents that have not been submitted

- Deadline of all required documents: On or before **July 04, 2018**
- School Head who fails to comply will be required to provide this office a written explanation.

Wide dissemination of this Memorandum is desired.