




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao, 3600

Division Memorandum

No. 272 s, 2016

TO: Public Schools Division Supervisors &
School Heads/ PTA coordinators

FROM: 
JACQUELINE C. LUNAG
Chief, SGOD

DATE: December 8, 2016

SUBJECT: **SUBMISSION OF CONSOLIDATED SCHOOLS DISTRICT ANNUAL PARENTS-
TEACHERS ASSOCIATION (PTA) ACCOMPLISHMENT REPORT FOR CY 2016**

1. To come-up with a comprehensive division accomplishment report for CY 2016, you are hereby requested to submit a consolidated district annual Parents-Teachers Association Accomplishment Report for CY 2016.
2. Attached is a reporting template for you to use in coming up with a schools district report. Accomplishment report shall be based on the approved PTA plan. Other implemented PPA's not reflected in the PTA plan shall be included but with remarks on the said program/project/activity.
3. Deadline of submission is on or before December 23, 2016. All reports shall be forwarded at the Schools Governance & Operations Division- Human Resource Division (SGOD-HRD) for consolidation & proper monitoring.
4. Immediate dissemination of this memo is directed.

