DIVISION MEMORANDUM

No. ___, s. 2018

TO : Assistant Schools Division Superintendent
     Chief Education Program Supervisors and Staff (CID and SGOD)
     School Heads (Elementary and Secondary)
     Other Concerned Personnel

FROM : ROY ANGELO E. GAZO
       Schools Division Superintendent

Subject : Compliance to Dep. Ed. Order Numbers 11 and 12, Series of 2018

Date : March 16, 2018

1. All persons concerned are instructed to secure a copy, read and follow the following Dep. Ed. Orders:
   D. O. 11, s. 2018  - Guidelines on the Preparation and Checking of School Forms
   D. O. 12, s. 2018  - Revisions to D. O. 6, s. 2018 (School Year 2017 – 2018 K to 12 Basic Education Program End of School Year Rites)

2. For those schools which have not made and submitted its certificates / diploma up to today March 16, 2018, you are hereby instructed to use and follow the templates provided in the D. O. 12, s. 2018.

3. For strict compliance.