



Republic of the Philippines
Department of Education
 MIMAROPA Region
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
**RECORDS SECTION
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Office of the Schools Division Superintendent

MEMORANDUM

TO : OIC, Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors (CID, SGOD)
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM:  **ELSIE T. BARRIOS, PhD**
 Schools Division Superintendent

SUBJECT: SUBMISSION OF WRITTEN COMPLETION REPORT
 AFTER ATTENDING NON-DEPED MEETINGS AND OTHER
 ACTIVITIES

DATE : June 16, 2021

1. For the purpose of monitoring, this Office requires all school heads and SDO personnel to prepare and submit a written report immediately after attending/ participating in any non-DepEd activities including but not limited to meetings, orientation, courtesy visit, etc.

2. The written report shall be submitted to immediate heads specified as follows:

Officials/ Personnel	Immediate Head
School Heads	SDS through the PSDSs
SDO Personnel	Chief ES/ Unit Heads
ASDS, Chief ESs, Accountant, AO V, ITO, Legal Coordinator	SDS

3. A simple template for the required written report is provided to simplify the task.

4. Immediate dissemination of and compliance with this Memorandum are desired.

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 Lead to Excel, Excel to Lead."*



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COMPLETION REPORT

Activity: _____

Venue: _____ Date: _____ Time: _____

Sponsored/Conducted by: _____

Purpose: (Put a check mark in the box that describes your purpose of attending the activity)

- Planning
- Information Dissemination/ Advocacy
- Problem Solving
- Decision Making
- As audience
- Others (Pls. specify): _____

Attendees of the Activity: (For small meetings, please identify the people who are present. For activities participated in by large group of people, no need to specify the names, just mention the group of attendees e.g. teachers, barangay officials, heads of agencies)

1. _____
2. _____
3. _____
4. _____

Proceedings:

Agenda/Issues/Concerns Discussed	Agreements/ Resolutions Reached

Prepared by:

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