



Department of Education
 Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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 Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 10-14-13 Time: 1:43
 By: [Signature]



October 11, 2013

MEMORANDUM TO:

Victor Maestrado Simaya ES
 Bernie Abugan Kibalabag ES
 Cynthia Berial Bendolan ES
 Armand Valde Calawag ES
 Liza Balintongog Bagong ES
 Ricky Barcena Magsaysay ES
 Artemio Saliga Maligaya ES

Thru: Noel Tan Nery PSDS West District
 Aurelio Tilanduca PSDS East District
 Apolinario Ravidas PSDS North District
 Lorenzo O. Capacio PSDS South District
 Jovy Molina PSDS Far East District

From: *[Signature]*
 EDILBERTO L. OPLENARIA
 Schools Division Superintendent

Date: *[Signature]*
 October 11, 2013

Subject: Submission of Narrative Report on Recipient of Financial Assistance to Multigrade Schools

1. Please be informed that the seven school Heads who are recipient on financial assistance to Multigrade schools are required to submit a narrative report with pictorials on Fund Utilization for the said amount, due date Nov. 8, 2013 in our office to be forwarded to the National Office on Nov. 11, 2013.

2. With attach template (Enclosure No.4 Deped Order No. 52, S. 2012

Objectives	Activities	Unit of Measure /Performance Indicator	Physical		Schedule	Financial			Remarks
			Targets	Actual		Expenditure items	Estimated Costs Utilized	Actual Costs utilized	

Cite start up and completion of the activities
 Note reasons for variance if target not met

Prepared: _____ Date: _____ Certified Correct by: _____ Date: _____
 School Head Schools Division Superintendent

3. Immediate dissemination of this Memorandum is desired.