



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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104  
Dep-MALAYBALAY CITY DIVISION

January 14, 2015

RELEASED

re: 1/14/15 Time: 2:58PM  
Anabelle

**DIVISION MEMORANDUM**

No. 011, s. 2015

**SUBMISSION OF ENROLMENT LIST AND SCHOOL SUMMARY REPORT  
ON KINDERGARTEN CATCH-UP EDUCATION PROGRAM**

To: Promotional Staff  
Public Schools District Supervisors  
Public Elementary School Heads

1. In compliance to DepED Order No. 11, s. 2014 re: Policy Guidelines on the Implementation of the Kindergarten Catch-Up Education Program, this Office hereby requests concerned schools having KCEP enrollees to submit the enrolment list as of January 5, 2015 and school summary report on Kindergarten Catch-Up Education Program.
2. See format for School Summary Report at the last page of DepED Order No. 11, 2014.
4. Submit to Ana Belen S. Muring, EPS/Division Kindergarten Coordinator in two hard copies duly signed by the KCEP Volunteer Teacher/KVT and the school principal.
5. Deadline for submission is on or before January 19, 2015.
6. Immediate dissemination of and strict compliance with this Memorandum is highly desired.

for:   
EDILBERTO L. OPLENARIA  
Schools Division Superintendent