



DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
Tel no. 813 - 2894; 221 - 4597

DepED

January 5, 2014

040
ed-MALAYBALAY CITY DIVISION
RELEASED

re: JAN 07 2015 Time: 2:35 PM
Mr. Amable

MEMORANDUM TO:

Education Program Supervisors/ Coordinators
Public Schools District Supervisors/OIC
Division Section Heads

Effective January 5, 2015, you are hereby enjoined to submit to the Office of the Schools Division Superintendent your individual priority list using ABCDE method of weekly activities during the first hour of Monday/ first day of the week.

During the week, activities which are accomplished will be ticked and submitted for reference on the succeeding week. Attached is a sample format.

For compliance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Rtq15/elo

WEEKLY TASK

Name: _____ Section: _____

Position: _____

CLASIFICATION	TASKS	REMARKS	DATE
A.1			
A.2			
A.3			
A.4			
B.1			
B.2			
B.3			
C.1			
C.2			
C.3			
D.1			
D.2			
E.1			
E.2			

I hereby commit to perform/do the task listed above starting _____
(Month, Day, Year)

 (SIGNATURE OVER PRINTED NAME)

Concurred:

EDILBERTO L. OPLENARIA
 Schools Division Superintendent