



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte

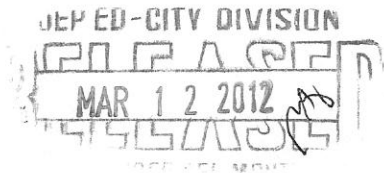


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March 7, 2012

DIVISION MEMORANDUM


No. 56, s. 2012



To: Public Secondary School Heads / OICs

SUBMISSION OF REPORTS ON DASSET-FUNDED PROJECTS

1. In connection with the Stage Play Presentation (SP²) project of the Division Association of Secondary Schools English Teachers (DASSET) for the School Year 2011–2012, this Office requires all the secondary schools involved in the said project to submit a report on or before March 15, 2012.
2. The report should include the following:
 - a. Narrative on the conduct of the Stage Play Presentation with Pictorials
 - b. Financial Report
 - b.1. Number of students who supported the project
 - b.2. Amount raised
 - b.3. Expenses incurred during the conduct of the presentation
 - b.4. Proceeds
 - b.5. Cost of the project purchased/procured
 - b.6. Other expenses
 - b.7. Remaining Balance
3. Please send the soft copy of the said report to marlondaclis@yahoo.com.
4. Immediate and wide dissemination of this memorandum is desired.


DR. AMANCIO S. VILLAMEJOR JR., CESO IV
Schools Division Superintendent