



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

June 22, 2021

DIVISION MEMORANDUM

No. 243, s. 2021

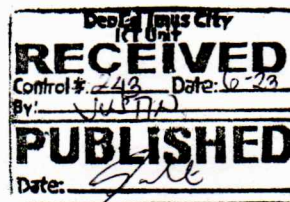
**FINAL DETAILS OF THE PREPARATION OF RESEARCH RELATED YEAR-END
REPORTS AND TARGET SETTING**

To: OIC-Assistant Schools Division Superintendent
CID Chief
OIC - SGOD Chief
Education Program Supervisors
SDO Unit Heads
School Heads (Public Elementary, Integrated, JHS and SHS)
School Research Focal Persons
All Others Concerned

1. Relative to Division Memorandum No. 237, s. 2021 entitled "**Preparation of Year-End Reports and Target Setting**", the following are the final details of the abovementioned activity from June 28-30, 2021:
 - 1.1 Final venue is at General Emilio Aguinaldo National High School's Computer Hub;
 - 1.2 First meal to be served is AM Snack and last meal is PM Snack;
 - 1.3 All participants shall wear mask and face shield during the whole duration of the activity; and
 - 1.4 School's research-related action plan for SY 2020-2021 shall be used as basis in the preparation of the year-end reports.
2. All participants are enjoined to pre-register online in a uniform resource locator (URL) at https://bit.ly/SDOIC_Prepn_Year-EndReports_Target_Setting_Pre_Reg on or before **June 25, 2021**.
3. All expenses relative to the conduct of this activity shall be charged to the downloaded fund from the Regional PPRD, subject to the usual accounting and auditing rules and regulations.
4. For inquiries and clarifications, please contact **Ms. Matea-Alvyn H. Trinidad**, Senior Education Program Specialist (SEPS)-Planning and Research, DREAM Team Leader and Member-Schools Division Research Committee, at (046) 419-8450 to 53 local 227.





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5. Immediate dissemination of this Memorandum is earnestly desired.


ROSEMARIE D. TORRES, CESO V
Schools Division Superintendent 

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
REPORTS
RESEARCH