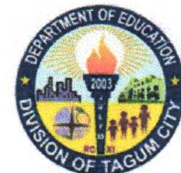




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION XI  
DIVISION OF TAGUM CITY



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**Division Memorandum**

No. 1612, s. 2019

TO : **All Public Elementary and Secondary School Heads**

FROM : Office of the Schools Division Superintendent

SUBJECT : **Submission of Justification Letter for Failure to Attend the Activity**

DATE : 02 December 2019

Part of the requirements to support liquidation of funds after every funded activity is the participant's attendance/ registration. This Division conducted the **Orientation and Training of DCP Recipient Batches 35, 36, 40, 44** last November 4-5, 2019 at Tagum City Tourist Inn, however, only 83% of the expected participant have attended the activity.

In relation to this, **Division Memorandum No. 1479, s. 2019** cites that **"incomplete attendance must be supported with justification from the absent participants."** Thus, the following schools who were not able to send three (3) participants except **Babanganan Elementary School** are mandated to submit an explanation letter/ justification with MOVs (if applicable) for failure to attend the said activity on or before **December 9, 2019**. To wit:

LIST OF SCHOOLS		NO. OF ABSENT PARTICIPANTS	
		DAY 1	DAY 2
1	LIBOGANON IS	3	3
2	CANOCOTAN NHS	1	3
3	SAN ISIDRO ELEMENTARY SCHOOL	2	2
4	MAGDUM NHS	2	2
5	NEW BALAMBAN ELEMENTARY SCHOOL	1	2
6	RIZAL ELEMENTARY SCHOOL	1	2
7	LUIS L. LINA ELEMENTARY SCHOOL	1	1
8	MANKILAM ELEMENTARY SCHOOL	1	1
9	JOSE TUASON JR MNHS	1	1
10	PANDAPAN IS	1	1
11	LAURETA ELEMENTARY SCHOOL	1	0
12	MADAUM ELEMENTARY SCHOOL	1	0
13	PAGSABANGAN ELEMENTARY SCHOOL	1	0
14	SAN AGUSTIN ELEMENTARY SCHOOL	1	0
15	TAGUM CITY NATIONAL COMPREHENSIVE HS	1	0
16	UNION ELEMENTARY SCHOOL	0	1
17	MAGUGPO PILOT IMELDA ELEMENTARY SCHOOL - SPED CENTER	0	1

All explanation/justification letters must be addressed to the Office of the Schools Division Superintendent and submit it directly to the ICT Office for consolidation.

If you have participated in the activity but failed to sign on the attendance sheet for some reason, kindly visit the ICT Office.

For immediate compliance.

  
**NELSON C. LOPEZ, CESO VI**  
SCHOOLS DIVISION SUPERINTENDENT

