



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



Energy Park, Apokon, Tagum City, Davao del Norte, Philippines
Email Address: tagum_city@deped.gov.ph Website: deped.tagumcity.gov.ph

TeleFax: (084) 216-3504

Division Memorandum No. 1644, s.2019

TO : Concerned Schools
FROM : The Office of the Schools Division Superintendent
SUBJECT : Submission of Justification Letter for Failure to Attend the Activity
DATE : December 6, 2019

Part of the requirements to support liquidation of funds after every funded activity is the registration and attendance sheets. This Division conducted the **Division-wide Training on Positive and Non-Violent Discipline on the Classroom: A Guide on the 21st Century Learner's Behavior as Basis for Program Development** last October 30-31, 2019 at Tagum City Tourist Inn, however, only 89% of the expected participants attended.

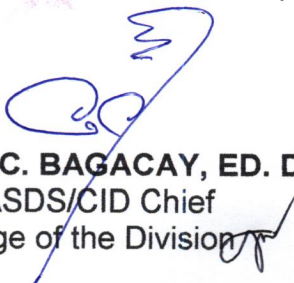
In relation to this, Division Memorandum No.1479, s.2019 cites that "*incomplete attendance must be supported with justification from the absent participants.*" Thus, the following schools who were not able to send participants are mandated to submit an explanation letter for failure to attend the said activity on or before December 11, 2019. To wit:

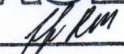
No Participant Attended
Ignacio Xavier Elementary School (1pax)
Canocotan National High School (1 pax)
Tagum City National High School (1 pax)
Pandapan IS (2 pax)

All explanation letters must be addressed to the Office of the Schools Division Superintendent and submit it directly to the School Governance and Operations Division for consolidation.

For immediate compliance.

By the Authority of the Schools Division Superintendent


CHRISTINE C. BAGACAY, ED. D.
OIC-ASDS/CID Chief
In-charge of the Division

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION
RELEASED
By: 
Date: DEC 06 2019 Time: 4:01
Remarks: <i>Disseminated 1644-19-12</i>