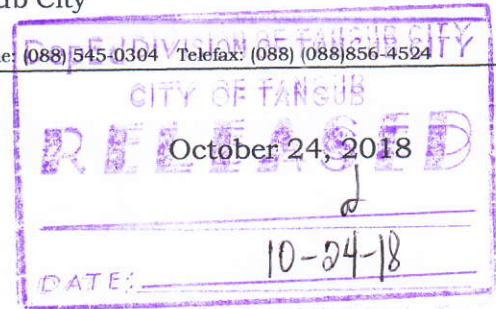




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



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**DIVISION MEMORANDUM**  
No. 306, s. **2018**

**SUBMISSION OF SCHOOL DIRECTORY**

To: All Principals/School Heads/TICs  
Secondary & Elementary School Property Custodians  
This Division

1. To fast track communication process for the delivery of books and equipment School Heads and Property Custodians are required to fill-out the school directory with the needed data.
2. Attached is the copy of the school directory template to be accomplished and submitted on or before October 25, 2018 to this office thru Mr. Ronie E. Senarillos, AO III, Supply Officer.
3. Compliance and immediate dissemination of this Memorandum is highly enjoined.

  
**JEAN G. VELOSO**  
Schools Division Superintendent

JGV/res/10-24-2018

*Relevant, inclusive and liberating basic education builds a strong nation.*

Division : \_\_\_\_\_  
 Region : \_\_\_\_\_

No.	Complete Name of School	School ID	Complete School Address	Principal / School Head				School Property Custodian				Alternative * School Email Address or Facebook address/URL		
				Name	Telephone Number (Indicate area code)	Fax Number (Indicate area code)	Mobile Number	Official E-mail Address	Name	Telephone Number (Indicate area code)	Fax Number (Indicate area code)		Mobile Number	Official E-mail Address
A. ELEMENTARY														
B. SECONDARY														

\*Alternative (In absence of official Email Address(es))  
 Note: Kindly include the District Property Supervisors/custodians contact details, if applicable.

Accomplished by:

\_\_\_\_\_  
 (Signature over Printed Name)  
 School Principal \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_