



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF LIGAO CITY
Binatagan, Ligao City
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JUL 23 2015

11: 4:15 p

627: 4:25 p

MEMORANDUM:

TO : Public Schools District Supervisors
Secondary School Heads

FROM : *Mr.* **MARIA LUISA P. SAMANIEGO**
Asst. Schools Division Superintendent
Officer In-Charge

SUBJECT : SUBMISSION OF NARRATIVE REPORT

DATE : July 23, 2015

Please request schools in your cluster to submit to the Division Office c/o AO V a narrative report of the approved financial assistance requested from LGU using the Special Education Fund (SEF) for CY 2014 using the format below.

<u>Date</u>	<u>Request</u>	<u>Amount</u>
e.g. June 20, 2014	Band Instrument	Php 14,000.00

Deadline of submission is on July 28, 2015.

For your guidance and compliance.