



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
DIVISION OF CATBALOGAN CITY



DIVISION MEMORANDUM

No. 78, s. 2018

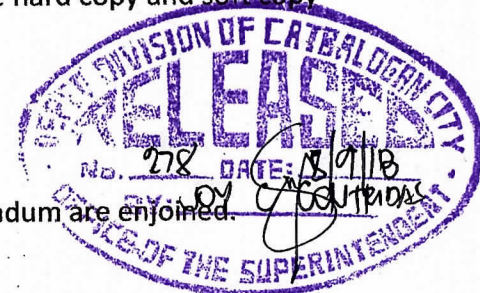
**TO: Education Program Supervisor
Public Schools District Supervisors
Public Elementary/Secondary Schools Heads
All others concerned**

From: CRISTITO A. ECO, CESO V
Schools Division Superintendent

Subject: FREE MISCELANEOUS FEE CONTRIBUTION

Date: August 9, 2018

1. Pursuant to DepEd Order No. 41, s. 2017 mandating all public elementary and secondary schools to abide to the **"No Collection Policy,"** the voluntary miscellaneous fees will be shouldered by the Local Government Unit City of Catbalogan through the leadership of Hon. Stephany Uy-Tan, City Mayor.
2. School heads are directed to account, validate and submit the list of all learners under his/her school.
3. To facilitate accuracy, uniformity of the submitted documents, the same are advised to follow the tables attached (Attachment A.) to this memorandum. Submit the hard copy and soft copy (*excel file*) to the Planning and Research Unit of this Office.
4. Deadline for the submission will be on or before **August 17, 2018.**
4. Immediate dissemination of and strict compliance with this Memorandum are enjoined.



Attachment A.

Table A. Class Advisory

Grade Level: _____

Section: _____

No.	Name of Learner <i>(Last Name, First Name, Middle Name)</i>	LRN No.	Date of Birth <i>(MM/DD/YY)</i>	Permanent Address
1	Male			
2				
1	Female			
2				

Prepared by: _____

Class Adviser _____

Table B. School Head Consolidator

Grade Level	Section	Male	Female	Total
	School Total			

Prepared by: _____

School Head _____

C.I. Boy Scout List

School: _____

No.	Name of Learner <i>(Last Name, First Name, Middle Name)</i>	LRN No.	Grade Level	Date of Birth <i>(MM/DD/YY)</i>	Permanent Address
1					
2					
↓					
Total					

C.II. Girl Scout List

School: _____

No.	Name of Learner <i>(Last Name, First Name, Middle Name)</i>	LRN No.	Grade Level	Date of Birth <i>(MM/DD/YY)</i>	Permanent Address
1					
2					
↓					
Total					