



DIVISION MEMORANDUM

No. 189, s. 2018

REITERATION OF DIVISION MEMORANDUM NO. 862, s. 2017 ENTITLED " SUBMISSION OF ALL ACADEMIC SCHOOL RECORDS (ASR) OF DISTRICT AND SCHOOL OFFICES TO THE DIVISION OFFICE COVERING SY 2006-2017 UP TO SY 2017-2018

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Chiefs
All other concerned

1. This office reiterates Division Memorandum No. 862, s. 2017 entitled "Submission of All Academic School Records (ASR) of District and School Offices to the Division Office covering SY 2006-2007 up to SY 2017-2018"..
2. Deadline of submission will be on the last working day of April, 2018. Concerned School Heads/ PSDSs who failed to meet the deadline may face the following consequences:
 - a. May not be cleared at the close of the SY 2017-2018 and will constrain this office in holding the release of salary of the concerned school heads/PSDSs for the month of May, 2018;
 - b. Demand letter of explanation and
 - c. Gross negligence of duty.
3. Immediate dissemination of and compliance with this memorandum is directed.

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

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