



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

RELEASE
SDO-DAGUPAN
BY: A. DIAZ
DATE 01/20/2021
TRACKING NO. 0202

Office of the Schools Division Superintendent

Office of the Schools Division Superintendent
Division Memorandum No. 15, s.2021

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
School Heads
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject: **1ST QUARTER CARD DAY MONITORING FOR SY 2020-2021**

Date: January 20, 2021

1. This Office through the Monitoring and Evaluation Unit – SGOD shall conduct the monitoring of the distribution of the Report Cards (Form 138) for the First Grading Period SY 2020-2021.
2. Facilitation of the card day activity shall be done in accordance with the proper health and safety protocol, if there is compelling reason to reschedule the day of card distribution due to risk brought about by the COVID-19 in your school/community you may do so.
3. Attached is the card distribution monitoring report form to be accomplished by the school. Reports are to be submitted to the M&E personnel thru their respective messenger for data gathering and proper consolidation.
4. Immediate dissemination of this Memorandum is desired.


AGUEDO C. FERNANDEZ, CESO VI
Schools Division Superintendent

Reference: 1st Quarter Card Distribution
under the following subjects:

SMME

Card Distribution

Monitoring

ETT/ Card Day Monitoring
1/20/2021



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MONITORING REPORT ON CARD DISTRIBUTION

1ST QUARTER SY 2020-2021

Name of School _____

Date _____

School Head _____

Cluster _____

Grade Level (Elementary)	Date of Card Day	Number of Cards Released	Number of Unclaimed Cards	Reasons for Non-Claiming	Issues, Concerns and Feedback	Recommendations
K						
1						
2						
3						
4						
5						
6						

Grade Level (Junior High School)	Date of Card Day	Number of Cards Released	Number of Unclaimed Cards	Reasons for Non-Claiming	Issues, Concerns and Feedback	Recommendations
7						
8						
9						
10						

Grade Level (Senior High School)	Date of Card Day	Number of Cards Released	Number of Unclaimed Cards	Reasons for Non-Claiming	Issues, Concerns and Feedback	Recommendations
11						
12						