

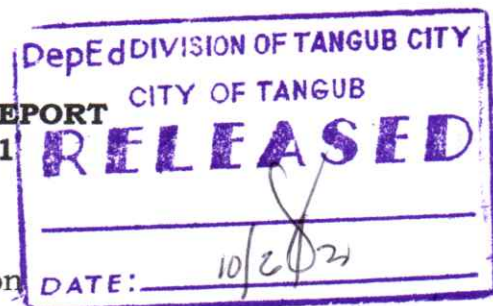


October 6, 2020

DIVISION MEMORANDUM

No. *228* s. 2020

**SUBMISSION OF THE READINES REPORT
FOR SCHOOL YEAR 2020-2021**



To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
District In-charge
Public Elementary and Secondary School Heads including TICs
This Division

1. Pursuant to Regional Memorandum 364, s.2020 dated September 25,2020 Re: Submission of the Readiness Reports for School Year 2020-2021, this Office directs all School Heads on their submission of the readiness report.
2. School Heads are to give a weekly reporting and updating of the School Readiness Report through this Google sheet link:<http://bit.ly/tangubmonitoringtool2>.
3. District In-charge shall closely monitor the weekly submission and reporting of the above-mentioned report of all schools in their district.
4. The submission and updating of the report shall be done every Wednesday of the week with cut-off time of 5:00 p.m. Below is the expected schedule of submission of the readiness report.

Readiness Report	Date of Submission
1	October 7, 2020
2	October 14, 2020
3	October 21, 2020
4	October 28, 2020

5. For strict compliance.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

