



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: November 12, 2020

Division Memorandum
No. 785, s. 2020

**TERMINAL REPORT ON THE USE OF CLASSROOMS AS COVID 19
ISOLATION FACILITIES BY THE LGU**

To : Public Schools District Supervisor/District In-Charge
District DRRM /Alternate Coordinators
Concerned School Heads

1. Relative to the use of school classrooms as Covid-19 isolation facilities by the BLGU/LGU, all concerned are hereby directed to submit the terminal report on the matter.
2. The template for the said report is being attached as annex of this memorandum.
3. Those districts that gave already their initial report, through GC, please just complete the other relevant data asked for in the template.
4. Deadline for submission will be on Monday, November 16, 2020. Email your report to rufino.reyes@deped.gov.ph or thru messenger. For clarifications, text/call 09103415318.
5. Widest dissemination of this memorandum is highly recommended.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

11/13/20

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

Facilities Covid-19



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SCHOOLS DIVISION OF SURIGAO DEL SUR

Annex to Div. Memo # 385s. 2020

TEMPLATE ON TERMINAL REPORT FOR CLASSROOMS USED AS COVID 19 ISOLATION FACILITIES

[illegible]

Submitted/Consolidated by

PSDS/DIC

Directions:

- If LGU did not pay for water, electric bills and damages if any, write a formal letter/claim to LGU ,cc SDO
- Document the damages, send pictures and inventory
- Write in remarks if LGU did not use the classrooms, not paid their obligations, etc
- Any important informations
- Others

[illegible]