



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 17, 2021

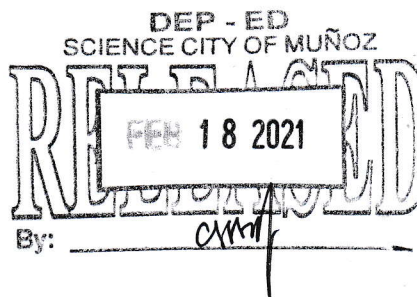
DIVISION MEMORANDUM

No. 69, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 17, S. 2021 RE: GUIDELINES ON
THE WEEKLY MONITORING OF SCHOOLS' READINESS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Unit Heads
Education Program Supervisors
Public Elementary and Secondary School Principals/School Heads

1. Please be informed of the additional template to be accomplished by School Heads as part of the Weekly School Readiness Report to be submitted every Wednesday, 5:00 o'clock in the afternoon to the google drive provided by the Curriculum Implementation Division (CID), to wit:
 - a. Enclosure No. 1; Status of Allotment, Obligation, Release and Utilization of Funds for School MOOE
 - b. Enclosure No. 2; Weekly Updating of File 201
 - c. Enclosure No. 3; Health and Safety Protocols
2. Widest dissemination of this Memorandum is desired.



DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

CID2021



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Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Division Memorandum No. GA, s. 2021

STATUS OF ALLOTMENT, OBLIGATION, RELEASE AND UTILIZATION OF FUNDS FOR SCHOOL MOOE

Cluster: _____

School: _____

	FUNDS ALLOCATED (SOB)	FUNDS RELEASED (DOWNLOADED)	FUNDS UTILIZED (ACTUAL)	% OF UTILIZATION	BALANCE (DEFICIT)
Travel					
Training					
Supplies					
Utilities					
Others					
Total					

Prepared by: _____

School Head/Designation _____



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Enclosure No. 2 to Division Memorandum No. GA, s. 2021

HEALTH AND SAFETY PROTOCOLS

Cluster: _____
School: _____

Issues & Concerns Encountered	Action Taken	Results (after the Actions taken)	Recommendations (to avoid the recurrence of the issue)

Prepared by:

School Head / Designation

* Please attach 1 to 2 pictures per school as MOVs



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Enclosure No. 3 to Division Memorandum No. 69, s. 2021

WEEKLY UPDATING OF FILE 201

Cluster: _____
School: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Weekly Updating of File 201	_____ out of _____	_____ out of _____	_____ out of _____	_____ out of _____	_____ out of _____	_____ out of _____

Prepared by:

School Head / Designation



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