



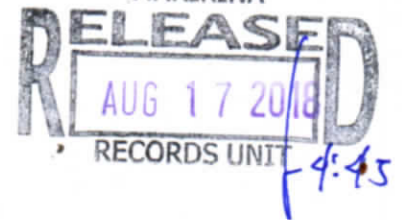
**DIVISION MEMORANDUM**

No. 204, s. 2018

**STATE OF THE SCHOOL ADDRESS  
SEPTEMBER, 2018**

DIVISION OF CITY SCHOOLS  
MARIKINA

**TO:** Chief Education Supervisors, SGOD and CID  
Elementary and Secondary School Heads/Principals  
Unit Heads  
Officers-in-Charge  
Public Schools Only



1. The field is hereby informed of the conduct of the **Division Executive Meeting** on first week of September, 2018 (specific date to follow) at AVR 2, this division from 8:00 am to 5:00 pm.
2. In view thereof, each elementary and secondary school principal and officers-in-charge of schools are expected to deliver the State of the School Address (SOSA) using the attached template in fifteen minutes.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Officer-In-Charge

Office of the Schools Division Superintendent

# STATE OF THE SCHOOL ADDRESS

September, 2018

(POWERPOINT PRESENTATION TEMPLATE)

## I. ADMINISTRATIVE SERVICES

### A. FINANCIAL –MCOE UTILIZATION and Percentage of Liquidation as of August, 2018

Source of Fund	Allotment/Budget	Utilization		Gap/Difference	Remarks	Action to be Taken
		Amount	%			
-MCOE						

### B. RECORDS

Submissions/Reports -Inventory of school records	Status (please check)			Reason	Remarks	Action to be Taken
	Submitted on Time	Late Submission	Not Submitted			

### C. SUPPLY

Submissions/Reports - Monthly Report on Supplies and Materials Used - ICS (Monthly)	Status (please check)			Reason	Remarks	Action to be Taken
	Submitted on Time	Late Submission	Not Submitted			

**D. HUMAN RESOURCE**

Submission	Deficiencies / No. of Late Submission	Remarks / Reason	Action to be Taken
- DTI of newly hired every 10 <sup>th</sup> of the month			
- Form 6			
- Form 7			
- Filling up T2, T3 items			
- Report on absenteeism, tardiness			
- Permit to teach, permit to study			

**E. CID PROGRAM/PROJECT IMPLEMENTATION**

Learning Area	Program/Project	Status of Implementation		Gap/ Difference	Remarks	Action to be Taken
		No. of Target Participants/Recipients	No. of Students with Improved Proficiency			
English	Dream-C					
	- Enhanced E-Remedial Reading Program (Elem.)					
	- Remedial Reading (Secondary)					
	- Phil-IRI					
	- Journalism					
Mathematics	- Enhancement Program in Mathematics					
Science						
	- Phil-IRI					
Philippino	- Journalism					
Araling Pailipunan	-					
ESP	- School-based Values - Enhancement Program					
MAPEN	Status of Preparation - Rehiyon-Rehiyon					

TLE/EPP	- - Drum & Lyre/Dance Troupe/ Choir						
eLearning	- Monitoring Report on the status of implementation (MSHS & JDPNHS) - Result of Pre and Post ECD Checklist						
Kinder	- Status of enrolment/offerings						
SHS							

F. LRMCDS

	Teachers			Pupils		Remarks	Action to be Taken
	Total No. of Teachers	No. of Teachers using the LR	Percentage of Utilization	Total No. of Pupils	No. of Teachers using the LR		
- Learning Resource Utilization							
-							

	Status		Remarks	Action to be Taken
	Submitted	Not submitted		
- LRC Update LR Team per school (LR Coordinator, Teacher Librarian, Library Assistant)				
-				

G. SGOD

SBM Implementation

School Level of Practice \_\_\_\_\_

Programs/Projects	Target of Implementation		Actual Accomplishment		GAP/Difference	Remarks	Action to be Taken
	Date	Previous Status	Date	Current Status			
- SIP Project Status							
- Adopt-a-School-							
- Name of Partner							
- Type of Partnership							
- First Periodic Test Result	Mean Percentage per subject Level						
- Self-Assessment Level of Practice							
- Gad Implementation Activities from July to August							
- Learning and Development Report: During Inset Male Female	No. of Participants Male and Female						
- CI Wave 3 Status Report	In terms of Project Implementation ex. Pilot Testing and Roll Out Paper- Necessary Preparation						
- Encoding of BOSY in LIS, EBELS for 2018-2019	100 % encoding of Learner Profile and EBELS School/Learner Profile						