



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
*City of Kabankalan*

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**DIVISION MEMORANDUM**

No. 46, s. 2019

**TO:** Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Public School District Supervisors  
Private Schools – Heads of Kindergarten to Senior High Schools  
Private School Focal Person  
All Others Concerned

*L. Ortillo*  
**FROM: MA. LORLINE M. ORTILLO, CESO VI**  
Schools Division Superintendent *LO*

**Date:** March 8, 2019

**Subject: 2018 Year – End Conference for Private Schools**

1. The Schools Division Office of Kabankalan City will conduct a 2018 Year – End Conference for all Private Schools regarding the submission of year-end reports, schedule of checking of forms and other concerns on March 15, 2019 at the Division Conference Hall (9AM) for all Private School Heads (Kindergarten to Senior High School).
2. This conference aims to provide updates on the different guidelines and time lines in the submission of year-end reports, School Year 2018 -2019.
3. For immediate dissemination and compliance.