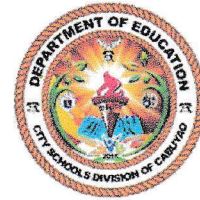


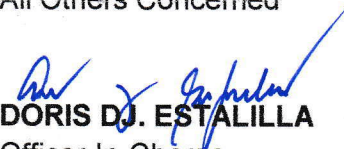


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC – Chief, School Governance and Operation Division
All Elementary & Secondary Officers-In-Charge & School Heads
All Others Concerned

FROM : 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **PREPARATION OF MEMORANDUM OF INFORMATION (MOI) AND
IMPORTANT DATA FOR INCOMING SCHOOL HEADS**

DATE : June 5, 2018

1. This Office would like to inform all School Principals, School Officers-In-Charge (OIC), Teachers-In-Charge and All Others Concerned regarding the preparation of Memorandum of Information (MOI) for the Incoming School Heads, designated School Officers-In-Charge to all concerned on or before June 14, 2018.
2. The Contents of the MOI are the following:
 - a. Approved SIP/AIP
 - b. School Report Card
 - c. Office Keys
 - d. Property Inventory Report
 - e. EBEIS data
 - f. Other data for the Incoming Principal.
3. Schools-In-Charge shall present the MOI and other data/report to the Incoming School Heads, the schedule of the said activity shall be announced on June 14, 2018.
4. Immediate dissemination of and compliance with this memorandum is desired.