



Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
NO. 172, s. 2016

TO : Public School Principals/Head Teachers
Both Elementary/Secondary Schools
This Division

FROM : *MS/V* VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: SUBMISSION OF FIRST QUARTER REPORT ON ACCESS AND QUALITY

DATE : September 6, 2016

1. This Office requires all schools to give the SDO an update of the attendance and performance of their students in the first quarter of this school year (2016-2017) for possible provision of Technical Assistance (TA).
2. Attached are the template to be filled up the by Class Adviser/s and the template for the consolidated report of the school head/s.
3. School Heads are task to submit the aforementioned consolidated report on or before September 16,2016.
4. Strict compliance to this Memorandum is desired.

VVG/mea/09-06-16

Republic of the Philippines
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Name of School _____

Name of Class Adviser: _____ Yr & Sec: _____

A. Attendance

Number of Students who have more than 5 absences since June 13,2016 to August 27 ,2016	Cause/s of Absences	Action/s taken by class adviser

B. Performance of Students

Number of students who have no grade or a grade of 74% and below on any subject as of the First Quarter	Cause/s of low performance	Action/s taken by class adviser

C. Reported Drop-out (if there's any)

No. of drop-out (As of August ,2016)	Cause/s of of dropping out	Action/s taken by class adviser

Prepared and submitted by: _____

Signature above printed name

Republic of the Philippines
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CONSOLIDATED REPORT ON ATTENDANCE AND PERFORMANCE

Name of School: _____ Name of School Head: _____

A. Attendance

Number of Students who have more than 5 absences since June 13,2016 to August 27 ,2016	Cause/s of Absences	Action/s taken by class adviser

B. Performance of Students

Number of students who have no grade or a grade of 74% and below on any subject as of the First Quarter	Cause/s of low performance	Action/s taken by class adviser

C. Reported Drop-out (if there's any)

No. of drop-out (As of August ,2016)	Cause/s of of dropping out	Action/s taken by class adviser

Prepared and submitted by: _____

Signature above printed name