



MEMORANDUM

To : **SCHOOLS DIVISION SUPERINTENDENTS**

From : **ESTELA L. CARIÑO, EdD, CESO IV**
Director IV/Regional Director

Date : **September 19, 2019**

Subject: **SUBMISSION OF MONTHLY ACCOMPLISHMENT/STATUS REPORT ON VARIOUS INFRASTRUCTURE PROGRAMS UNDER BEFF AND OTHER SOURCES**

To facilitate timely and effective monitoring, this office through the Education Support Services Division (ESSD) requests your good Office to submit the monthly accomplishment/status report on various infrastructure programs under Basic Education Facilities Fund (BEFF) and other sources (i.e. LGUs and External partners/stakeholders) not later than September 24 and 30, 2019 respectively, using the attached template.

Further, a soft copy in excel format of the updated specific project site status shall be submitted via email: essd2@gmail.com.

For proper guidance and strict compliance.



ESSD/jln/lbc

