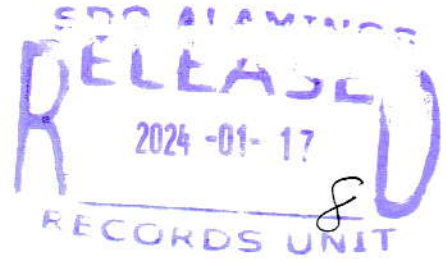




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2024-023

MEMO TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
School Head of Public Elementary School

SUBJECT : **SCHOOL INFRASTRUCTURE PROJECTS AND REPORTING PROCEDURES**

FROM : Schools Division Superintendent

DATE : January 16, 2024

1. To streamline the process of submitting school resolutions for the construction and rehabilitation of school facilities, it is essential to establish seamless coordination with the Local Government Unit of Alaminos City.
2. In this regard, school heads are requested to provide copies of these resolutions for proper recording to ensure that all required procedures are adhered to before the concerned schools report or submit any documents to the Local Government Unit (LGU).
3. Furthermore, schools are kindly requested to provide regular updates on the progress of the construction projects to the Division Office.
4. For your information, guidance, and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

With hundred reasons to serve!



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