



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City



RELEASED

**DIVISION MEMORANDUM**

NO. 296 s. 2017

RY: \_\_\_\_\_  
NAME/SIGNATURE: \_\_\_\_\_  
DATE: 15 AUG 2017

To: **SCHOOL REGISTRARS**  
**CONCERNED PERSONNEL**

From: **PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent  
Schools Division of Zamboanga del Norte

Subject: **PLANNING DATA COLLECTION AND CONSOLIDATION**

Date: **AUGUST 14, 2017**

1. The Schools Division of Zamboanga del Norte firmly believes in the evidenced-based decision-making. To actualize the principle, it is very important to maintain an accurate and timely data.
2. To facilitate the maintenance of an accurate and timely data, all school registrars are tasked to help the Planning and Research Unit of the division in the collection and consolidation of planning data in the field.
3. Registrars shall report to the Office of the SDS through the Planning and Research Unit on the assignment of schools to be under jurisdiction relative to the collection and consolidation of the planning data of the division.
4. All school registrars are hereby called for a meeting at the SDS Conference Hall on August 30, 2017 at exactly 8:00 in the morning.
5. The travel and incidental expenses incurred by the participants of the August 30, 2017 meeting will be charged against school MOOE subject to the usual government accounting and auditing procedure.
6. For information, guidance and wide dissemination.