



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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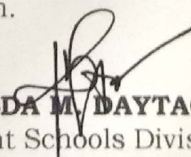
March 18, 2021

OFFICE MEMORANDUM  
 No. 109, s. 2021

**Online Submission of Reports and Data Needed in the Division Office**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors-SGOD and CID  
 Section/Unit Heads  
 All Others Concerned

1. In accordance with the pertinent provisions of DepEd Order No. 011 s. 2020 otherwise known as **“Revised Guidelines on the alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to Covid-19 Pandemic”** this Office necessitates the adoption of flexible mechanisms in the submission of reports and data needed in the Division Office.
2. All reports and data needed in the Office will be submitted through online platform. All concerned personnel in the division must establish an online submission mechanism that would facilitate a faster and more efficient process of data gathering and compliance to the provisions of monitoring and evaluation.
3. Relative to this policy, **ALL** section/unit heads are required to provide this Office the list of reports/data required by each section/unit for consolidation and monitoring for its compliance (see Enclosure). Submission of the list must be made through the link [bit.ly/SDOABRAONLINESUB](http://bit.ly/SDOABRAONLINESUB) on March 24, 2021.
4. The online submission of reports will aid a faster and more reliable gathering of data and needed information. It will also lessen the travel of personnel to and from the division office translating to a more efficient utilization of time of personnel and resources of the school.
5. For queries and clarifications, kindly contact the Planning and Research Section through the phone number (074) 7525358.
6. For information and appropriate action.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

SGOD/PRS/JRB/OM-Online Submission of Reports and Data Needed in the Division Office



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ISO 9001:2015 Certified  
 Quality Management System  
 CRN 50500994 QM15

**LIST OF REPORTS AND DATA NEEDED IN THE DIVISION OFFICE**

<b>Section/Unit</b>	<b>Title of the Report/Data Needed</b>	<b>Responsible Person</b>
Example:		
Planning and Research Section	School Form 4: Monthly Learner's Movement Attendance	School Head
	School Form 5: Report on Promotion and Level of Proficiency	School Head