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Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

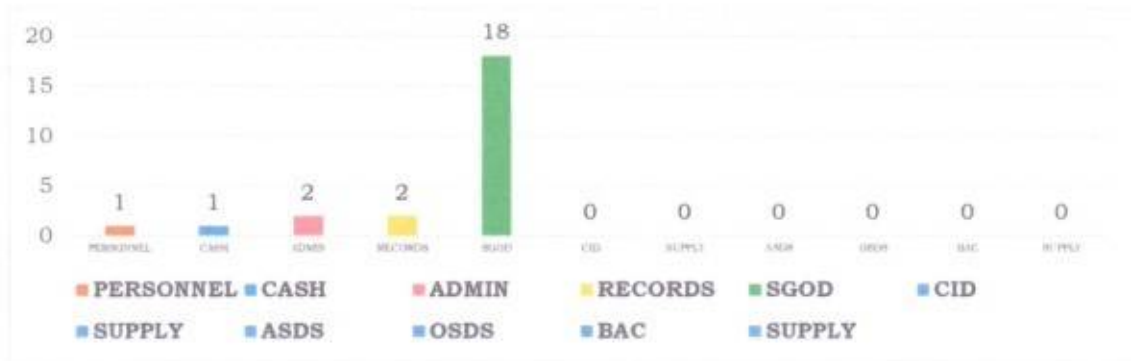
PROJECT E-TRACED

Monthly Report
July 16-31, 2024

Particulars	Document with RS	Unreturned RS	Turnout Rate
External Communications (DepEd National Issuances, DepEd Region 02 Issuances, Letters from outside DepEd Batanes.)	129	24	81.40%

*See attached for details

Number of unreturned Routing Slip per section/ unit



Prepared by:

MARILINE G. RONIÑO
Administrative Aide VI

Noted by:

ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://batanes.deped.gov.ph>

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Document No.	Source	Document Type	Subject	Description	Document Creator	Priority Category	Date Created	Unit
2024-01011	DNSHS	Communication	INDORSEMENT	Return to duty of Katrina Mae Refondo effective June 1, 2024	Fairley De Sagon	Complex	July 30, 2024	PERSONNEL
2024-00998	Mayon ES	Communication	REQUEST FOR SUBSTITUTE TEACHER	For Marina Dierna who is on sick leave effective July 29-September 15, 2024	Fairley De Sagon	Complex	July 30, 2024	SGOD
2024-00993	Regional Office	Communication	INDORSEMENT	The Voice of the NTPS re: DepEd Orders 002 and 005 s 2024	Sharon Gonzales	Complex	July 29, 2024	ADMIN
2024-00987	Regional Office	Regional Issuance	REG. MEMORANDUM NO. 274 S.2024	Submission of Accomplishment Reports for the Conduct of SDG Policy Orientation on DepEd Order No.005,s 2024	Sharon Gonzales	Complex	July 29, 2024	SGOD
2024-00890	PDRMC	Communication	NOTIFICATION	PDRMC-EOC deactivated effective July 25, 2024	Fairley De Sagon	Complex	July 26, 2024	SGOD
2024-00888	DepEd CO	Communication	DEPED MEMO NO. 004, S. 2024	Reiteration on the Preparedness for Response Measures in Connection with the Combined Effects of Southwest Monsoon and Super Typhoon Carina	Sharon Gonzales	Complex	July 26, 2024	SGOD
2024-00885	Regional Office	Communication	PAS-OD-2024-063	Request for Publishing of Brigada Eskwela and Oplan Balik Eskwela 2024 Initiatives	Sharon Gonzales	Complex	July 26, 2024	CASH
2024-00864	Regional Office	Communication	DM-GUOPS-2024-	Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of PSF for the Field Implementation of the Adolescent Reproductive Health Program for FY 2024	Sharon Gonzales	Complex	July 26, 2024	SGOD
2024-00858	Regional Office	Communication	OUOPS-2024-03-	Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of PSF for the Field Implementation of the SMHP for FY 2024,including the Guidelines of the Hiring of	Sharon Gonzales	Complex	July 26, 2024	SGOD
2024-00849	Provincial Health Office	Communication	ADVISORY 2024-0148	Implementation of Mass Drug Administration in Integrated Helminthiasis Control Program	Sharon Gonzales	Complex	July 26, 2024	SGOD
2024-00846	Regional Office	Communication	DM-GUOPS-2024-09-05600	Utilization of the Program Support Fund or ARH for FY 2024 on the Refurbishment, Reactivation and Establishment of the Learner Support Center in Schools	Sharon Gonzales	Complex	July 26, 2024	SGOD
2024-00841	PDRMC	Communication	MEMORANDUM	Conduct of RDNA on the effects of Tropical cyclone Carina	Fairley De Sagon	Complex	July 26, 2024	SGOD
2024-00837	KKDAT	Communication	INVITATION	Fun for a cause	Fairley De Sagon	Complex	July 26, 2024	SGOD
2024-00835	PDRMC	Communication	MEMORANDUM ORDER NO. 120 S. 2024	Activation of the Emergency Operations Center and Response Clusters of the PDRMC	Fairley De Sagon	Complex	July 26, 2024	SGOD
2024-00815	External	Regional Issuance	REG. MEMORANDUM ASD-2024-002	Conduct of Survey on the M and E for the Special Hardship Allowance and Other Programs, Policies Implemented at the School Level		simple	July 23, 2024	SGOD
2024-00707	Records Office	General Clearance	TEACHERS CLEARANCE	Retirement clearance of Rolly-Robert Cobico	Fairley De Sagon	Simple	July 22, 2024	RECORDS
2024-00703	PDRMC	Communication	PRE-DISASTER RISK ASSESSMENT FOR TROPICAL CYCLON CARINA	Conduct Comprehensive PDRA on July 22, 2024 at the PSWD Conference Hall	Fairley De Sagon	Complex	July 22, 2024	SGOD

2024-00673	Regional Office		REG. MEMORANDUM NO. 266 S. 2024	2024 Annual Regional Activity for Legal (ARAL)	Sharon Gonzales	Complex	July 19, 2024	SGOD
2024-00671	Records Office		PHYSICAL FACILITIES REPORT	Physical Facilities Repair and Maintenance needs assessment form SY 2024-2025- Chavaytan ES	Fairley De Sagon	Simple	July 19, 2024	SGOD
2024-00653	Central Office	Bonds	PERFORMANCE REVIEW	National Midyear Performance Review for FY 2024	Sharon Gonzales	Complex	July 19, 2024	SGOD
2024-00332	Edmundo Vileta	Communication (Internal)	REQUEST FOR CERTIFICATION	Request of certification of non payment of terminal leave	Fairley De Sagon	Complex	July 16, 2024	RECORDS
2024-00196	Office of the Governor		POST EVALUATION MEETING	Post evaluation meeting on July 16, 2024, 9 AM at the HRTC Provincial Capitol	Fairley De Sagon	Complex	July 15, 2024	SGOD
2024-00186	Regional Office		DRRMS-07-10-2024-0002	Invitation to participate on the Webinar on Disaster Preparedness-DepEd Ready Ka, Jumpstart the SY with Disaster Readiness	Sharon Gonzales	Complex	July 15, 2024	SGOD
2024-00184	BGCBS	Division Insurance	APPLICATION FOR 1 YEAR LEAVE OF ABSENCE	Leave of absence of Edwin Antonio Hecha from August 1- July 31, 2025	Fairley De Sagon	Complex	July 15, 2024	ADMIN

PERSONNEL	1
CASH	1
ADMIN	2
RECORDS	2
SGOD	18
CID	0
SUPPLY	0
ASDS	0
OSDS	0
BAC	0
SUPPLY	0