



Republic of the Philippine  
**DepEd**  
DEPARTMENT OF EDUCATION  
Region I  
DIVISION OF CITY SCHOOLS  
Dagupan City

RELEASED  
3/27/17  
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**URGENT NOTICE TO ALL SCHOOL HEADS, PUBLIC ELEMENTARY  
AND SECONDARY:**

From : *smj* / FROSERFINA J. BRAVO  
OIC-Schools Division Superintendent

Date : March 27, 2017

Subject: **Submission of Minutes of PTA Meeting**

Please submit to the Office of the Assistant Schools Division Superintendent until tomorrow, March 28, 2017, the minutes of your PTA Meeting regarding Plans for Graduation and/or Moving Up ceremonies for Grade 6 and Grade 10, as well as the recognition ceremonies for all grade levels.

Also include a report on how much will be spent for the year-end rites and specific details of the expenses that are to be charged from the school MOOE. For donations from parents/PTA, please indicate the amount and the proposed expenditures or how the fund will be expended or utilized.

To prevent complaints from stakeholders, please abide and be reminded of the DepEd No Collection Policy and the guidelines and provisions of DepEd Order No. 8, s. 2017 regarding the conduct of 2016-2017 year-end rites.

Please be guided accordingly.