

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAMARAN NG LOHASAYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila

June 1, 1978

DEPARTMENT MEMORANDUM  
No. 154, s. 1978

SUBMISSION OF ANNUAL REPORTS

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Coordinator, State Colleges and Universities  
Schools Superintendents  
Heads of Private Schools, Colleges  
and Universities

1. In connection with the implementation of Department Memorandum No. 55, s. 1978, on annual reports, the following clarifications on their submission are being made:

- a. Division reports shall be submitted to the regional offices for consolidation. These reports should include doings and accomplishments of both public and private schools in the division which are directly under the administration of the division office.
- b. Three (3) level private schools, colleges and universities (those having elementary, secondary and college departments) directly under the administration of the regional office shall submit their reports to the regional office concerned for consolidation.
- c. The regional office shall consolidate the reports of the divisions and private schools, colleges and universities in the region.
- d. The regional office shall submit to the Department of Education and Culture proper, eleven (11) copies of the consolidated report.
- e. State colleges and universities shall submit their reports to the coordinator at DCC proper for consolidation.

2. All other provisions of Department Memorandum No. 55, s. 1978 shall be followed. Attention is invited to paragraph 7 of the Memorandum.

3. Reports of all the offices in the DFC proper and regional offices shall be submitted to the Materials Production and Publication Division, Information and Publication Service, DFC, Manila, for consolidation into the annual report of the Department.
4. It is requested that the report for the calendar-year 1977 be submitted immediately to this Office in the number of copies required.
5. Immediate dissemination of this Memorandum is desired.

(SGE.) JUAN L. CASO  
Secretary of Education and Culture

Reference:  
Department Memorandum (No. 51, s. 1976)

Allotment: 1-2-3-4--(P.C. 1-76)

To be indicated in the Perpetual Index  
under the following subjects.

✓ BUREAU OFFICES  
✓ OFFICIALS  
✓ REPORTS

✓ DEPTS & REGULATIONS  
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✓ UNIVERSITIES and COLLEGES