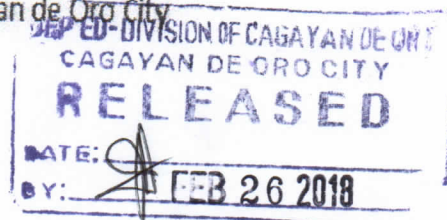


Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO



Fr. Masterson Avenue, Upper Balulang, Carmen, Cagayan de Oro City

February 23, 2018



DIVISION MEMORANDUM

No. 129, s. 2018

TO: ALL PUBLIC SECONDARY SCHOOL PRINCIPALS

This Division

PREPARATION OF SCHOOL MASTER LIST OF ALL SECONDARY STUDENTS IN EXCEL FILE

1. Pursuant to DepED Order No. 37, s. 2017 re Department of Education Drug-Free Workplace Policy, all secondary principals should prepare the master list of 7th to 12th year students programmed in **Excel** and arranged alphabetically using the attached format. Submit soft and hard copies to the Division Medical Office on or before February 28, 2018.
2. This is done in preparation for the conduct of random drug testing of secondary students in the Division.
3. Submit also soft copies to: hnuessd_depedregionx@yahoo.com
margery.latosa@depd.gov.ph
Telefax: (02) 633-7229
4. For immediate dissemination and strict compliance.

For:

JONATHAN S. DELA PEÑA, Ph.D., CESO VI
Schools Division Superintendent

NAME OF DIVISION		
NAME OF SCHOOL		
NAME	GRADE	SECTION
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NOTE: Masterlist should be in continuous number and alphabetically arranged. Don't arrange it by grade. 30 students per page.