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Records Section

MEMORANDUM NO. 021
Series of 2016

TO : ALL BANNER PROGRAM COORDINATORS
FOCAL PERSONS
This Department

FROM : THE OIC-REGIONAL SECRETARY
This Department

DATE : May 23, 2016


SUBJECT : SUBMISSION OF MONTHLY REPORT

This is to reiterate the directive of the undersigned requiring all concerned to submit monthly reports to the Office of the OIC-Secretary **not later than every first Monday of each month.**

Again, the monthly reports shall contain narrations of the activities, accomplishments and updates under the programs.

These reports will be consolidated and may be required submission to the DA Central Office and other proper agencies of the national government at the advent of the new administration. These will give also the OIC-Secretary some pointers for articulation in his audience with the new DA National Secretary. Hence, **submission of the said reports is a must.**

For the guidance and strict compliance of all concerned.


ALEXANDER G. ALONTO, JR.