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Republic of the Philippines  
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

JUN 04 2025

**DIVISION MEMORANDUM**

No.: 289 s. 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary School Heads  
ALL SDO Personnel

FROM **SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

SUBJECT **Strict Compliance in the Submission of Factual and Unfiltered Reports**

DATE June 2, 2025

**Particulars**

1. In line with the SDO's commitment to data-driven policy, uphold accuracy, transparency, and integrity in all its operations, the Office hereby **requires all schools and SDO units to submit only factual and unfiltered reports**. It is imperative that all data and information provided in the reports are accurate and truthful, without any alterations or omissions.
2. The submission of factual reports is essential for sound decision-making and effective planning. Filtering or altering information compromises the integrity of the reporting system and may result in misguided actions.
3. For your information, guidance and compliance.

**SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent



Address : Tanqui, City of San Fernando  
2500 La Union  
Tel. No. : (072) 607-4715  
Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

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