



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
City of Tagbilaran



March 23, 2018

DIVISION MEMORANDUM

No. 166, s. 2018

GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS (SY 2017-18)

TO : Chiefs, SGOD and CID
All Other SGOD and CID Personnel
Public & Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issued the enclosed Guidelines on the Preparation and Checking of School Forms for the preparation, updating and evaluation of school forms in basic education starting end of School Year 2017-18.
2. The mechanisms and simplified procedures prescribed by these guidelines are anchored on the principles of accountability, accuracy and reliability of data, and efficiency. They shall reduce the time and effort of school personnel spent for clerical tasks and records management without compromising the accuracy of the learners' information and quality of school forms.
3. In view of this, you are hereby called to a meeting on March 26, 2018 at **Tagbilaran City Central Elementary School Campus at 8:30 to 12:00 Noon** for the discussion and clarification of issues relative thereto.
4. Immediate dissemination and strict compliance of this Memorandum is directed.

for: *Beluga*
VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent