



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 ☎ (038) 544-2147; 427-1702 ✉ dtagbilarancitydivision@yahoo.com 🌐 www.depedtagbilaran.org

March 28, 2019

DIVISION MEMORANDUM

No. 162, s. 2019

GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS (SY 2018-19)

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. As agreed during our recent MANCOM Meeting on March 27, 2019, all schools are required to conduct their School Forms Checking Activity as mandated in D.O no. 11 series of 2018.
4. In view of this, you are hereby called to a School Forms Checking Activity starting on March 29, 2019 and the succeeding days thereafter at **Tagbilaran City Central Elementary School Campus at 8:00 am to 5:00 pm** together with the concerned CID & SGOD personnel of the Division Office for discussion and clarification of issues relative thereto.
4. Immediate dissemination and strict compliance of this Memorandum is directed.

NERI C. OJASTRO Ed D, CESE

Asst. Schools Division Superintendent

OIC-Office of the Schools Division Superintendent