




Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF DUMAGUETE CITY
Dumaguete City

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DIVISION MEMORANDUM
No. 115 s. 2018

March 12, 2018

GUIDELINES ON THE PREPARATIONS AND CHECKING OF SCHOOL FORMS

To: Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public/Private Elementary/Secondary School Heads
All Others Concerned

1. In order to observe proper protocols and standard processes in the preparation, evaluation, and updating of School Forms conducted every end of the School year, all School Heads are directed to download DepEd Order No. 11, s. 2018, entitled Guidelines on the Preparations and Checking of School Forms.
2. The schedule of the Division checking of School Forms shall be announced in a separate Memorandum.
3. Immediate dissemination of and compliance with the contents of this Memorandum are desired.


DR. EVANGEL M. LUMINAIRAS, CESO V
Schools Division Superintendent



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