



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 290, S. 2019

April 15, 2019


**FACILITATION OF SCHOOL PSA APPLICATION DOCUMENTS AT
THE PSA DAVAO REGIONAL OFFICE BY THE SCHOOL PSA COORDINATORS**

**TO: PUBLIC SCHOOL DISTRICT SUPERVISORS
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS**

1. This has reference to **DepEd Orders Nos. 03 and 11, s. 2018**, re. **Basic Enrollment Policy** and **Guidelines on the Preparation and Checking of School Forms**, respectively wherein one of the documentary requirements from the learners is the Philippine Statistics Authority (PSA) Birth Certificate.
2. To facilitate the numerous PSA application from the schools, the PSA XI Reg. Director Ruben D. Araro, Jr, has granted the request of the Digos City Schools Division Office for a Batch Request Entry System or BREQs. Through BREQs, the Digos City Division shall be accommodated on the 2nd floor in the PSA Office. The application documents shall be submitted for processing by the designated PSA School Coordinators. The results shall be picked up at the appointed date by Ms. Rosario B. Diamante, the designated Division Liaison Personnel, and release of documents shall be made at the Division Records Office upon presentation of necessary documents.
3. Relative thereto, travel to the PSA Office by the School PSA Coordinators shall be on official business, provided that no classes shall be disrupted in observance of DO No. 9, s, 2005, and a certification from the school head regarding the proper management of the class of the PSA Coordinator in her/his absence together with a copy of the School PSA Coordinator -Designation Order, shall be attached to the Authority to Travel. Further, such travel shall be made by the coordinators only once in every school year.
4. Travel and incidental expenses shall be charged to the school MOOE funds subject to the usual accounting and auditing rules and regulations.
5. For your guidance and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
1904-442
DATE: 15 APR 2019 TIME: 4:47
BY: f


WINNIE E. BATOON, EdD.
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: None

References: DO No. 3, s.2018; DO No. 11, s.2018; Do No. 9, s. 2005

To be indicated in the Perpetual Index under the following subject:

SGOD HRD PSA
CUY: April 15, 2019. FACILITATION OF SCHOOL PSA APPLICATION DOCUMENTS AT THE PSA DAVAO REGIONAL OFFICE
BY THE SCHOOL PSA COORDINATORS

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