



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

May 15, 2024

DIVISION MEMORANDUM

No. MS, s. 2024

**CONDUCT OF NATIONAL RE-ORIENTATION ON THE PREPARATION
AND CHECKING OF SCHOOL FORMS AS PER DEPED ORDER
NO. 11, S. 2018**


To : Beverly S. Daugdaug - Chief ES – CID
Sollie B. Oliver – Chief ES – SGOD
Marjun B. Rebosquillo – SEPS for Research
Airon M. Alejandro – Planning Officer III
Public Schools District Supervisors
Education Program Supervisors (DCC Member)
Other Division Checking Committee Members

1. Attached herewith is DepEd Memorandum 2024-PS-OD-05-003 from the Office of the Assistant Secretary for Administration NOEL T. BALUYAN, Officer-In-Charge, Planning Service re: “Conduct of National Re-Orientation on the Preparation and Checking of School Forms as per Deped Order No. 11, S. 2018”.
2. In view of this, all Division Personnel listed above are enjoined to attend the virtual orientation via MS Teams on May 17, 2024 at 1:30 P.M. to 4:00 P.M. for Visayas and Mindanao Cluster. The link shall be forwarded in the group chat once available.
3. For dissemination and compliance.


MELANIE P. ESTACIO, Ph.D., CESO VI
OIC Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

24-121244
DATE: MAY 15 2024 TIME: 1:24
BY: 

Enclosed: As stated.
SGOD/PRME/ama



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
PLANNING SERVICE

Office of the Director

MEMORANDUM
2024-PS-OD-05-003

TO: : **ALL REGIONS:**
Chief, Planning & Policy Research Division
ALL DIVISIONS:
Chief, Curriculum and Implementation Division
Chief, School Governance & Operation Division
Senior Education Program Specialist for Research
Division Planning Officer III
Public Schools District Supervisors
Education Program Supervisors (DCC Member)
Other Division Checking Committee Members

FROM : **NOEL T. BALUYAN**
Assistant Secretary for Administration
Officer-in-Charge, Planning Service

SUBJECT : **Conduct of National Re-orientation on the Preparation and Checking of School Forms as per DepEd Order No. 11, s. 2018**

DATE : **13 MAY 2024**

As stipulated in Department Order No. 003, s. 2024 titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024," which shortens the number of class days for the current school year and aims to ensure that our teachers can dedicate time and effort to themselves and their families, hence, there will be shorten of duration in the procedures related to school forms preparation, checking, and validation.

To ensure everyone understands how to simplify and accurately check school forms, and so our teachers can finish promptly and enjoy their vacation, the DepEd Planning Service – Office of the Director (PS-OD) will conduct a national re-orientation session to all Division Checking Committee (DCC) to ensure that all regions are equipped with the necessary knowledge and skills to adhere to the simplified guidelines.



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The details of the re-orientation session are as follows:

Date	Time	Participants	Venue
May 17, 2024 (Friday)	9:00 – 11:30 AM	Luzon (AM Session)	via MS Teams
	1:30 – 4:00 PM	Visayas and Mindanao (PM Session)	

Luzon Divisions

Time	Topic	Speaker/Discussant
9:00AM	Opening Program	
	Introduction of Participants	Rosielyn Lirio Pante
	Welcome Remark & Objective	Asec. Noel T. Baluyan
9:45AM	Orientation Proper	
	School Form Preparation (SFs 1-5)	Rosielyn L. Pante
	School Form Preparation (SFs 9-10) & other Special Enrollment Provisions	Jewel Cielo C. Sebastian
	Guidelines on the Checking School Forms	Jonathan F. Diche
11:00AM	Open Forum	Jonathan F. Diche
	Closing Remark & Ways Forward	Asec. Noel T. Baluyan
	Master of Ceremony	Jewel Cielo C. Sebastian
	Event Coordinator/manager	Roel Vergel N. Rodriguez

Visayas & Mindanao Divisions

Time	Topic	Speaker/Discussant
1:30PM	Opening Program	
	Introduction of Participants	Rosielyn Lirio Pante
	Welcome Remark & Objective	Asec. Noel T. Baluyan
2:15PM	Orientation Proper	
	School Form Preparation (SFs 1-5)	Rosielyn L. Pante
	School Form Preparation (SFs 9-10) & other Special Enrollment Provisions	Jewel Cielo C. Sebastian
	Guidelines on the Checking School Forms	Jonathan F. Diche
3:30PM	Open Forum	Jonathan F. Diche
	Closing Remark & Ways Forward	Asec. Noel T. Baluyan
	Master of Ceremony	Jewel Cielo C. Sebastian
	Event Coordinator/manager	Roel Vergel N. Rodriguez

Please confirm your attendance with us by **15 May 2024 (Wednesday)** to facilitate logistical arrangements. For any clarifications or inquiries, please contact the **Planning Service – Office of the Director**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through telephone at 8687-2744 or email at ps.od@deped.gov.ph.

Thank you very much.