



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

July 23, 2026

DIVISION MEMORANDUM

No. 010, s. 2026

**UPDATING OF SCHOOL PROFILE AND OFFICIAL
CONTACT INFORMATION**

To : All Public Schools District Supervisors
All Public School Heads
All Private School Heads
All Other Personnel Involved

1. Attached is the Regional Memorandum from **MARIA INES C. ASUNCION**, Director IV, DepEd Regional Office XI, dated July 21, 2026 re: "Updating of School Profile and Official Contact Information", which is self-explanatory.
2. All School Heads are requested to accomplish and submit the form **on or before July 24, 2026, 5:00pm**. The form may be accessed thru the following Microsoft Forms link:



<https://tinyurl.com/R11SchoolInfoUpdating>

3. For information and strict compliance.

For and in the absence of the SDS:

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 23 JUL 2026 TIME: 6:44p
BY: [Signature]

MARIA GENEVIEVE T. FRANCISQUETE
Assistant Schools Division Superintendent
Officer-In-Charge [Signature] 7/23/26

Enclosed: As stated.
SGOD/P&R/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
DAVAO REGION



July 21, 2026

REGIONAL MEMORANDUM
PPRD-2026-082

UPDATING OF SCHOOL PROFILE AND OFFICIAL CONTACT INFORMATION

To: Schools Division Superintendents

1. To facilitate the updating and validation of the official school database of the Department of Education Regional Office XI, the Policy, Planning, and Research Division (PPRD) shall conduct the collection of updated school profile and official contact information from all public elementary and secondary schools in the region.
2. All School Heads are requested to accomplish and submit the form **on or before July 24, 2026, 5:00pm**. The form may be accessed through the following Microsoft Forms link:



<https://tinyurl.com/R11SchoolInfoUpdating>

School Heads are advised to verify that all information provided is complete, accurate, and up to date before submitting the form.

The Microsoft Forms shall remain accessible for updating school profile and official contact information. School Heads are encouraged to update the information submitted through the same Microsoft Forms whenever changes occur in the school profile, official contact details, or other pertinent information. This will ensure that the official database maintained by the Department of Education Regional Office XI remains accurate, current, and responsive to operational and administrative requirements.

3. The information collected shall be processed in accordance with the **Data Privacy Act of 2012 (Republic Act No. 10173)** and shall be used solely for official Department of Education purposes, including verification, monitoring, planning, reporting, procurement-related coordination, and official communication. Access to the collected information shall be limited to authorized DepEd Regional Office XI personnel.
4. The Schools Division Offices are requested to:
 - Disseminate this Memorandum to all concerned public and private elementary and secondary schools;
 - Monitor the submission of schools within respective divisions; and
 - Ensure that all schools comply within the prescribed timeline.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@depd.gov.ph
Website: www.depedroxi.ph





Republic of the Philippines
Department of Education
DAVAO REGION

School Heads are requested to:

- Accomplish the Microsoft Forms personally or through authorized personnel;
- Ensure that all information submitted is accurate, complete, and current; and
- Promptly inform the Policy, Planning, and Research Division (PPRD) of any subsequent changes to the submitted information.

5. For inquiries or technical assistance regarding the accomplishment of the Microsoft Forms, please contact the Policy, Planning, and Research Division (PPRD) through (082) 291-0051 or via email at pprd.region11@deped.gov.ph.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

MARIA INES C. ASUNCION
Director IV

Encl.: As stated

ROP6/smd

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

By: _____

Digitally signed by
Records Section

Date: 2026.07.22 07:52:21 +0000