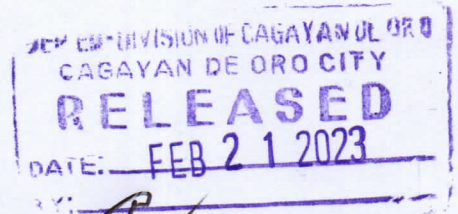




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



20 February 2023

DIVISION MEMORANDUM

No. 67 s. 2023

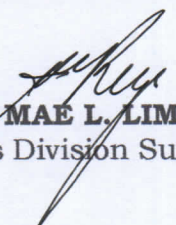
**REORIENTATION IN THE USE OF SCHOOL FORMS AND THE STANDARD
PROCESSES AND PROTOCOLS IN THE REQUEST AND RELEASE OF
LEARNERS' FORMS**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Curriculum Implementation Division Personnel
Schools Governance and Operations Division Personnel
All Elementary and Secondary Public School Heads and Principals

1. To properly implement the guidelines in the use of school forms and the standard processes and protocols in the request and release of learners' forms, there will be a reorientation of all school heads. The schedule and venue are as follows:

District	Date & Time	Venue
Legislative District 2	February 23, 2023 1:00-5:00 p.m.	Cagayan de Oro National High -Senior High School
Legislative District 1	February 24, 2023 8:00-12:00 noon	Carmen National High School

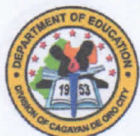
2. All public elementary and secondary school heads are directed to attend the said activity. No proxy is allowed.
3. The Public Schools District Supervisors will attend during the schedule of their districts while the Education Program Supervisors and coordinators, and other division personnel will attend on the corresponding schedule to be given by their chief
4. This office directs the immediate and wide dissemination of this Memorandum.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Encl.: NONE

Reference: NONE

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



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

**ORIENTATION
SCHOOL HEADS
SCHOOL FORMS**

MAR/DM- reorientation in the use of school forms and the standard processes and protocols in the request and release of learners' forms
February 20, 2023

**ORIENTATION IN THE USE OF SCHOOL FORMS AND THE STANDARD
PROCESSES AND PROTOCOLS IN THE REQUEST AND RELEASE OF
LEARNERS' FORMS**

As-sent School Division Office Personnel
CDO, CDO and SOCO
Public Schools District Supervisors
Curriculum Implementation Division Personnel
Schools Governance and Operations Division Personnel
All Elementary and Secondary Public School Heads and Principals

To properly implement the guidelines in the use of school forms and the standard processes and protocols in the request and release of learners' forms, there will be a reorientation of all school heads. The schedule and venue are as follows:

District	Date & Time	Venue
Legislative District 2	February 23, 2023 1:00-5:00 p.m.	Campes de Oro National High School
Legislative District 1	February 24, 2023 8:00-12:00 noon	Campes de Oro National High School

2. All public elementary and secondary school heads are directed to attend the said activity. No proxy is allowed.

3. The Public Schools District Supervisors will attend during the schedule of their districts while the Education Program Supervisors and coordinators, and other division personnel will attend on the corresponding schedule to be given by their chief.

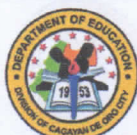
4. This office directs the immediate and full dissemination of this Memorandum.

CHERRY MAE L. GUARDO-RODRIGUEZ
Schools Division Superintendent

Encl.: NONE

Reference: NONE

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



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Email: cagayandeoro.city@deped.gov.ph