



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

November 9, 2021

**DIVISION MEMORANDUM**

No. 252 , s. 2021

To: Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**ONLINE RE-ORIENTATION ON THE ACCOMPLISHMENT AND PREPARATION OF PRELIMINARY SCHOOL FORMS FOR SCHOOL YEAR 2021-2022**

1. To ensure consistency and uniformity on the implementation of pertinent DepEd Orders and Memoranda on school academic records and Learner's Information System (LIS), this Office shall hold an Online Re-Orientation on the Accomplishment and Preparation of Preliminary School Forms on the schedule listed below:

Date	Attendees
November 16, 2021 Tuesday – 1:30PM	Secondary School Forms Coordinators and SHS Registrars/Coordinators Elementary School Forms Advisers and Coordinators (Clustered Schools)

2. The objectives of the activity are as follows:
  - 2.1 revisit the guidelines on the preparation and accomplishments of school forms and LIS;
  - 2.2 conduct open forum on the pressing issues and concerns on academic records; and
  - 2.3 prepare echo webinar matrix for the school level re-orientation on school forms.
3. Enclosure No.1 pertains to the matrix of activity, and the list of personnel who will serve as Technical Work Group (TWG) members and resource speakers.
4. The online platform link shall be sent to participants before the start of the activity.
5. Compliance with and wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





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Enclosure No. 1 to the Division Memorandum No. 252, s. 2021

**A. Flow of the Activity**

No.	Topics/Flow of the Activity
1.	Opening Program/Registration/Preliminaries
2.	Updates on Learner Information System (LIS), DepEd Order 3, s.2018 titled "Basic Education Enrollment Policy" and Memorandum of Undertaking (MOU)
3.	DepEd School Calendar for School Year 2021-2022 (DepEd Order No.29, s.2021)
4.	Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the SY 2020-2021 (DepEd Memorandum No.14, s.2021) focusing on: 1. School Form 1 and 3 2. School Form 2 and 4 3. School Form 7 and Class Program 4. School Form 8 and 9 5. Other School Forms
5.	Input on DepEd Order No.4, s.2014 titled "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014"
6.	Input on DepEd Order No.58, s.2017 titled "Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records"
7.	Open Forum
8.	Distribution of Certificate of Participation, Recognition as participants, resource speakers, and members of the Technical Work Group (TWG)
9.	Evaluation of the aforesaid activities in order to formulate policy recommendations and suggestions for future trainings/webinars

**B. List of Resource Speakers/Facilitators/Technical Working Group Members**

Paulo Eduardo Cruz – SDO Bulacan	Erwin B. Marcelo – San Miguel NHS
Jay Arr V. Sangoyo, PhD – SDO Bulacan	Eric DS. Victoria – Tambubong ES, San Rafael East
Joan C. Torres – Dr.Pablito Mendoza HS	Citadel B. Bautista – Tibagan ES, Bustos
Dulce Galang – Bunga Menor ES, Bustos	Melannie T. Sangoyo – Akle HS
Catherine V. Ibay – Carlos F. Gonzales HS	Luisa Rivera – Tibagan ES, Bustos

