



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

20 February 2024

REGIONAL MEMORANDUM
 ORD No. 136, s. 2024

To: Schools Division Superintendents
 Public School Heads
 All Others Concerned

SUBMISSION OF EDUCATION SCHOOLS REPOSITORY FORM (DSRF)

1. This is in reference to the attached Office Memorandum No. 00-OSEC-2024-003 dated February 15, 2024 signed by Sara Z. Duterte, Vice President of the Republic of the Philippines and Secretary of the Department of Education relative to the above- captioned subject, contents of which are self-explanatory, for information and appropriate action.
2. In view thereof, this Office reiterates the provisions of the said issuance highlighting paragraph 3 ***"To ensure the accuracy of the information to be submitted and establish accountability, only the school principals/school head/teacher-in-charge of each school shall accomplish and submit the DSRF."***
3. DSRF can be accessed at this link: https://bit.ly/NCR_DSRF, and all schools shall submit **not later March 31, 2024**.
4. Immediate dissemination and compliance with this Memorandum is desired.


JOCELYN DR ANDAYA
 Director IV

Encl.: As stated



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Republic of the Philippines
Department of Education

FEB 15 2024

OFFICE MEMORANDUM
OO-OSEC-2024-003


To: Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Public School Heads
All Others Concerned

DEPARTMENT OF EDUCATION SCHOOLS REPOSITORY FORM

1. The Department of Education (DepEd), through the Office of the Secretary, mandates the creation of an updated and accurate record of the basic profile of all public schools nationwide. As such, the Department is introducing the **DepEd Schools Repository Form (DSRF)**.
2. All DepEd public schools in the country are required to submit their respective DSRF form and file information on its basic profile, classroom condition, and basic facilities.
3. **To ensure the accuracy of the information to be submitted and establish accountability, only the school principals/school head/teacher-in-charge of each school shall accomplish and submit the DSRF.**
4. Each region is designated with their exclusive DSRF form that may only be used by schools under their jurisdiction.
5. The DSRFs may be accessed through the following links:
 - a. Region I - https://bit.ly/Region1_DSRF
 - b. Region II - https://bit.ly/Region2_DSRF
 - c. Region III - https://bit.ly/Region3_DSRF
 - d. Region IV-A - https://bit.ly/Region4A_DSRF
 - e. Region IV-B - https://bit.ly/Region4B_DSRF
 - f. Region V - https://bit.ly/Region5_DSRF
 - g. Region VI - https://bit.ly/Region6_DSRF
 - h. Region VII - https://bit.ly/Region7_DSRF
 - i. Region VIII - https://bit.ly/Region8_DSRF
 - j. Region IX - https://bit.ly/Region9_DSRF
 - k. Region X - https://bit.ly/Region10_DSRF
 - l. Region XI - https://bit.ly/Region11_DSRF
 - m. Region XII - https://bit.ly/Region12_DSRF
 - n. Region XIII - https://bit.ly/Region13_DSRF
 - o. Cordillera Administrative Region - https://bit.ly/CAR_DSRF

p. National Capital Region - https://bit.ly/NCR_DSRF

6. Consequently, all regional directors and schools division superintendents are mandated to provide the necessary assistance to schools under their jurisdiction relative to the accomplishment of the DSRF.
7. All schools shall submit their DSRF no later than **March 31, 2024**.
8. For more information, please contact **Ms. Patricia Morales** of the **Office of the Secretary** through email at osec@deped.gov.ph or at telephone number (02) 8637-5948.
9. Immediate dissemination of this Memorandum is desired.


SARA Z. DUTERTE
Vice President of the Republic of the Philippines
Secretary of the Department of Education

JDMC,APA, MFC, QM,DepEd Schools Repository Form
0059 - February 15, 2024

