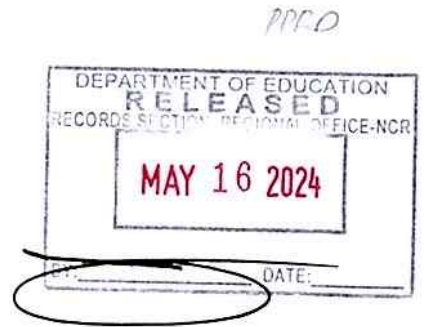




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 15, 2024

REGIONAL MEMORANDUM

No. 471, s. 2024

To: Chief, Policy, Planning and Research Division
Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operation Division
Education Program Specialist for Research
Division Planning Officers III
Public Schools District Supervisors
Education Program Supervisors (DCC Member)
Other Division Checking Committee Members

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

1. This is in reference to the attached Memorandum 2024-PS-OD-05-003 dated 13 May 2024, signed by Noel T. Baluyan, Assistant Secretary for Administration, Officer-in-Charge, Planning Service, relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate.
2. In view thereof, this Office reiterates the provision of the said issuance highlighting the **schedule of re-orientation on May 17, 2024 (Friday) from 9:00 am to 11:30 am**. Participants are expected to pre-register on or before 15 May 2024 through this link: <https://bit.ly/3yk8wUB>.
3. For information and guidance.

JOCELYN DR. ANDAYA
Director IV



Address: 6 Misamis St. Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
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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.



Republic of the Philippines
Department of Education
 PLANNING SERVICE

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.



Room 508, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600



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