

Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

15 JUNE 2023

DIVISION MEMORANDUM  
OSDS-CID-DM- 231 S. 2023

**MAPPING OF GRADE 12 GRADUATES IN THE REGULAR SHS PROGRAM  
FROM S.Y. 2017-2018 TO S.Y. 2022-2023 AND ALS-SHS GRADUATES  
FROM S.Y. 2019-2020 TO S.Y. 2022-2023**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors/In-Charge of the Districts  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In preparation for the conduct of Tracer Study by the region for Grade 12 graduates in the regular SHS Program from S.Y. 2017-2018 to S.Y. 2022-2023 and ALS-SHS graduates from S.Y. 2019-2020 to S.Y. 2022-2023, all secondary schools with senior high school are instructed to conduct mapping of their Grade 12 graduates based on the above-stated school years.
2. The conduct of the mapping before the actual conduct of the Tracer Study will be helpful to the school in facilitating the distribution and retrieval of the survey questionnaires to the graduates/respondents. The questionnaires may be in google form, hard copies or both depending on the final instruction of the regional office in the coming month.
3. There is no prescribed template for this mapping activity. Schools may use their own mapping template provided that relevant basic information are included in the mapping tool. This may include but not limited to name of the graduate, complete address, contact information, gender, year graduated, track/strand/specialization etc. The mapping activity shall observe strict adherence to the Data Privacy Act of 2012. To facilitate efficient filing of these basic information using the schools' mapping template, it is suggested that the filing be done by school year.
4. Instructions relative to this activity was already given in advance to the respective School SHS Coordinators through the group chat last June 6, 2023. All the SHS Coordinators of the 42 secondary schools with senior high school have acknowledged the said instructions.
5. All incidental expenses incurred relative to this activity may be charged to schools' MOOE/local funds subject to the usual accounting and auditing rules and regulations. Likewise, service credits/compensatory time off (CTO) will be given to

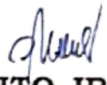


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all teaching and non-teaching personnel that will be involved in this activity on Saturdays and Sundays.

6. Immediate dissemination, information, guidance, and compliance of this Memorandum is desired.

By Authority of the Schools Division Superintendent:

  
**ATTY. NORLITO JR. P. AGUNDAY**  
Legal Officer  
Officer- In-Charge

Encl:

References:

To be indicated in the Perpetual Index

Under the following subjects:

**NGC/ DM MAPPING OF GRADE 12 GRADUATES IN THE REGULAR SHS PROGRAM FROM S.Y. 2017-2018 TO S.Y. 2022-2023 AND ALS-SHS GRADUATES FROM S.Y. 2019-2020 TO S.Y. 2022-2023**

June 15, 2023