



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

March 02, 2023

DIVISION MEMORANDUM

No. 091, s. 2023

REITERATION OF THE STANDARD FORMAT OF DEPED SCHOOL FORMS

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

1. In reference to DepEd Order (DO) No. 4, s. 2014 (Adoption of the Modified School Forms for Public Elementary and Secondary Schools Effective End of School Year 2013-2014, DO 57, s. 2017 (Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, and Permanent Records), DO 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms), this Office issues this Memorandum to the field, reiterating the **“no modification”** provisions and the standard format of the Department of Education (DepEd) School Forms (SFs).

*(DO 4, s. 2014) “... all public schools must use all seven modified school forms replacing the 16 previous school forms.... **Modification** or adding new data elements without proper clearance is hereby **discouraged.**”*

*(DO 58, s. 2017) “... To ensure consistency and compliance with the standardized format, **downloading of electronic forms** through unauthorized/unofficial websites or social media portals are hereby **discouraged.**”*

*(DO 11, s. 2018) “... Electronic forms pre-loaded with learner information and their general averages downloadable from the LIS are **not subject to editing** manually or outside the LIS.... Print layout, order or arrangement of the list of learner’s names should likewise **not be edited**.... Commercialized electronic school forms as mentioned in DO 58, s. 2017 Section VII (Special Provision), shall **not be recognized nor accepted.**”*

2. Immediate dissemination and compliance with this Memorandum are earnestly desired.

SUSAN S. COLLANO, CESO V
 Schools Division Superintendent

