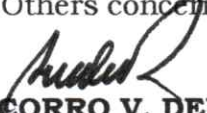




Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
**OSDS-CID-09/28/2023/NGC**

**TO :** Division SHS Coordinator  
Public Schools District Supervisors  
Public and Private Secondary School Heads  
EPS In- Charge of Private Schools  
School Senior High School Coordinators  
SEPS and EPS in M and E (SGOD)  
All Others concerned

**FROM :**   
**SOCORRO V. DELA ROSA**  
Schools Division Superintendent

**SUBJECT :** **ADVISORY TO THE REGIONAL MEMORANDUM NO. 269, S. 2023, RE: GUIDELINES ON THE CONDUCT OF SENIOR HIGH SCHOOL TRACER STUDY FOR REGULAR SHS GRADUATES**

**DATE :** **September 28, 2023**

1. Attached is the regional advisory to the Regional Memorandum No. 269, s. 2023, Re: Regional Guidelines on the Conduct of Senior High School Tracer Study for Regular SHS Graduates for your reference.

2. For information, widest dissemination, guidance, and compliance of all concerned.

Encl:  
References:  
To be indicated in the Perpetual Index  
Under the following subjects:

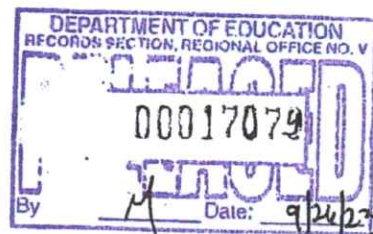
NGC/ADVISORY TO THE REGIONAL MEMORANDUM NO. 269, S. 2023, RE: REGIONAL GUIDELINES ON THE CONDUCT OF SENIOR HIGH SCHOOL TRACER STUDY FOR REGULAR SHS GRADUATES  
September 28, 2023



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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



**Office of the Regional Director**

**ADVISORY**

September 25, 2023

**TO THE REGIONAL MEMORANDUM NO. 269, S. 2023, Re: REGIONAL  
GUIDELINES ON THE CONDUCT OF SENIOR HIGH SCHOOL TRACER STUDY  
FOR REGULAR SHS GRADUATES**

Relative to the tracking of the Senior High School Graduates from S.Y. 2017-2018 to S.Y. 2021-2022 in public schools, private schools, state and local universities and colleges, and those from Technical Vocational Institutions (TVIs), the Schools Division Offices are reminded of the timeline on its conduct indicated in the table below.

<b>Outputs</b>	<b>Activities</b>	<b>Schedule</b>
Deployed Tracer Tool to target respondents	A.1. Mapping of SHS Graduates in Region V	August to September 2023
	A.2. Deployment of SHS Tracer Tool in the 13 SDOs	Last week of September to November 2023
	A.3. Monitoring of the Status of Participation and Accomplishment of the Tracer Tool	Last week of September to November 2023
Validated Tracer Study Results		December 2023
Analyzed Results of the Tracer Survey Questions		January 2024*
Submitted Results of the Tracer Tool for Recommendation		February 2024
Presented Region V's Tracer Study to Stakeholders		March 2024

The Schools Divisions through the SHS Coordinators and the Senior Education Program Specialists on Monitoring and Evaluation should facilitate and monitor the SHS Graduates Tracer Activities in the aforementioned schools. A regular meeting in October to November 2023 should be conducted with the school principals/assistant school principals/school administrators to check on the status of accomplishment of the tracer tool.

The schools are expected to exhaust all means to track the graduates for five (5) school years. Therefore, former class advisers of the graduates are tasked to map them and assist in the deployment of the tool in their respective schools. The school principals should acknowledge this as additional task/assignment by the teachers.



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It is reiterated that the ALS mobile teacher-volunteers shall help in the deployment of the SHS Graduates Tracer Tool. They can serve as enumerators; however, they should be oriented on the conduct of the tracer study.

Teachers who shall render their services on a weekend or during holidays in connection with the tracking of the SHS Graduates shall be entitled to service credits, in accordance with DepEd Order No. 53, s. 2003 entitled Granting of Vacation Service Credits to Teachers. The number of vacation service credits granted to a teacher shall not exceed fifteen (15) workdays in one year except in cases authorized by the Secretary upon the recommendation of the Regional Director. On the other hand, non-teaching personnel involved in this activity shall be granted with Compensatory Time-Off (CTO), per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, 2004.

Further, this Office enjoins collaboration between the Curriculum Implementation Division (CID) and School Governance Operation Division (SGOD) in the implementation of SHS Graduate's Tracer Activities.

For immediate dissemination and compliance.

  
GILBERT T. SADSAD  
Regional Director