



Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION

April 13, 2021


DIVISION MEMORANDUM

No. 64, s. 2021

To : OIC-ASDS
Division Chiefs
Public and Private Elementary and Secondary School Heads
All Others Concerned

**ONLINE ORIENTATION ON THE PREPARATION, SUBMISSION AND CHECKING
OF SCHOOL FORMS FOR SY 2020-2021**

1. Pursuant to DepEd Memorandum No. 14, s. 2021, this Division will conduct an Online Orientation on the Preparation, Submission and Checking of School Forms for SY 2020-2021 on April 16, 2021 from 9:00AM to 12:00NN via MS Teams.
2. The orientation aims to:
 - clarify / discuss issues and concerns in the implementation of the said Memorandum;
 - orient the participants on their roles in the implementation of the guidelines on the preparation, submission and checking of School Forms; and
 - update the schools on the basic instruction and rationale for the minor adjustment in the School Forms.
3. Participants are the Public Schools District Supervisors, Public Elementary and Secondary School Heads and School LIS Coordinators. The meeting link will be sent to the official DepEd e-mail address of the Public Schools District Supervisors and Elementary and Secondary School Heads to be shared to their designated LIS Coordinators.
4. Immediate dissemination of the contents of this Memorandum is enjoined.


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OIC - Schools Division Superintendent



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