



REGIONAL MEMORANDUM

November 9, 2018

No. 396-2018

To : Schools Division Superintendents
 Division Federation of Private Schools
 Private School Administrators/Principals
 All others concerned

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UNIFORMITY OF SCHOOL FORMS FOR PRIVATE SCHOOLS OFFERING SENIOR HIGH SCHOOL (SHS) PROGRAM

1. Below are some of the issues raised during the 3rd Quarter Regional Monitoring, Evaluation and Adjustment (RMEA) Conference:
 - Difficulty of SHS students from transferring to schools due to different scheduling of subjects (tracks/strands/specializations) of private and other non-DepED schools offering Senior High School (SHS) Program; and
 - Private and other non-DepED schools uses different format of school forms.
2. With the foregoing, this office reiterates **DepED Order No. 58, s. 2017 enclosure No. 1 Guidelines on the Adoption of the New Forms for Kindergarten, SHS, ALS, Health and Nutrition, and Permanent Records**. This order states that *"The use of these forms in all public schools is mandatory. No other forms will be used as official documents in public schools nationwide unless approved by the Office of the Undersecretary for Planning and Field Operations. Private Schools, State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs), and other Higher Education Institutions (HEIs) offering the basic education curriculum are enjoined to adopt the new forms.*
3. The cited DepED Order does not require Private Schools and other Non-DepED Schools to adopt the forms however, this office encourages the adoption of these forms in order to standardize the school forms being used by public and private schools in the region. Further, it minimizes the clamor of students, parents, and other stakeholders relative to the abovementioned concerns.
4. Effective School Year 2019 – 2020, all Private and other Non-DepED Schools shall be required to use these forms.
5. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: 422 – 5187 or email us at: quad.depedcar@gmail.com
6. For information and compliance of all concerned.

MAY B. ECLAR, Ph.D., CESO V
 Regional Director

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QAD/ALP/mab

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434