



Department of Education
Region X-Northern Mindanao

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February 4, 2016

DIVISION MEMORANDUM

No. 59, s. 2016

SUBMISSION OF LIST OF GRADE 5 TEACHERS FOR THE K TO 12 MASS TRAINING

To : **Public Schools District Supervisors/In-Charge**
Elementary School Heads
This Division

1. In preparation for the upcoming K to 12 Mass Training for Grade 5 Teachers, all Elementary School Heads and Public Schools District Supervisors are hereby directed to **submit a list of all teachers currently teaching Grade 5 level on or before February 10, 2016.**
2. School heads are advised to submit the names of Grade 5 teachers (in soft or hard copy) to the District Office for consolidation following the MS EXCEL format in Enclosure No. 1 of this Memorandum. This form is also available for download in www.depedmisor.net under Downloadables > Forms > List of Grade 5 Teachers for K to 12 Mass Training.
3. The PSDS through the District ICT coordinator shall consolidate the list online following the instructions;
 - a. Open a web browser, preferably Google Chrome.
 - b. PSDS or District ICT Coordinator should login to his/her DepEd E-mail Account.
 - c. After successful login, open a new tab within the web browser.
 - d. Type in the address bar www.depedmisor.net/online-forms.html and click on the graphic 'LIST OF GRADE 5 TEACHERS FOR K TO 12 MASS TRAINING'.
 - e. A new window will open containing the assigned spreadsheet for the District. Click on the spreadsheet, you may need to click on the pop-out icon located at the upper right portion to enable the spreadsheet for editing.
 - f. Fill-up the spreadsheet. Data will be saved automatically.
4. Wide and immediate dissemination is hereby enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

