



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM

No. 38 s. 2015

To : All Public Schools District Supervisors
All Designated District ICT Coordinators
All School Heads
This Division

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

Date : January 25, 2016

Subject: **PROCEDURE ON ONLINE ENCODING OF DISTRICT LIST OF QUALIFIED APPLICANTS**

1. This Office shall require all the District in the Division to submit their list of qualified applicants through online.
2. Following are the steps on how to access the online spreadsheet:
 - a. Open any web browser (preferably Google Chrome) and sign-in to DepEd Email of PSDS or District ICT Coordinator through Gmail (www.gmail.com).
 - b. After successful login, open another tab and type in the address bar www.depedmisor.net to access the DepEd Misamis Oriental official website.
 - c. Click on ONLINE FORMS tab.
 - d. Click on DISTRICT REGISTRY OF QUALIFIED APPLICANTS (RQA) icon, new tab will open to preview online spreadsheet assigned to your District.
 - e. You still need to click on 'pop-out' icon (upper-right portion of the window, left to 'X' icon) to enable editing in the spreadsheet.
3. In line with this, all PSDS and designated District ICT Coordinators are requested to email the following details to freddiejun.delig@deped.gov.ph immediately:
 - District Name:
 - Name of PSDS:
 - DepEd Email Account of PSDS (must be active):
 - Name of District ICT Coordinator:
 - DepEd Email Account of District ICT Coordinator (must be active):

Please take note that the PSDS and District ICT Coordinators' DepEd Email accounts shall be the distinct access key to the online form assigned to each District where the List of Qualified Applicants to be encoded.

4. Should you need assistance or clarification you may contact Freddiejun T. Delig, ITO-1 through 09177732993 or email: freddiejun.delig@deped.gov.ph immediately.
5. For your guidance and compliance.