



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
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DIVISION MEMORANDUM
No. 289, series 2016

TO: Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
Class Advisers
ICT coordinators
All Others Concerned

This Division

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

SUBJECT: SUBMISSION OF SCANNED COPIES ON PROMOTIONAL REPORT
(DepEd Form 18E/18A) AND SCHOOL FORM 5 (Report on Promotions
and Level of Proficiency) OF PUBLIC ELEMENTARY AND
SECONDARY SCHOOLS IN THE DIVISION

DATE : July 12, 2016

In adherence to DepEd Order No. 2016; re: Guidelines on the Request and Transfer of Learner's School Records and the availability of learner's school records, this Office hereby requires all public elementary and secondary schools in this division to submit scanned copies on Promotional Reports (DepEd Form 18E/18A) and Report on Promotions and Level of Proficiency (School Form 5) from the school year their respective schools operate up to March 2016 (School Year 205-2016). Scanned copies of these documents need to be uploaded and stored online.

To upload and store files, access www.depedmisor.net/online-forms.html. Click on E-copy of School Forms. The school needs to login the email account of the school's ICT coordinator to access the folder for uploading/saving of files. In saving a file, the following must be observed.

Deped Form	Name of School	School Year	School ID	Format	Sample File Name
Form 18E	Misamis Oriental General Comprehensive High School	2007-2008	304091	f18e_school ID_name of school	f18e_304091_mogchs_2007-2008

Class Advisers are advised to assist in their respective school heads to retrieve, scan and expedite in the submission of the documents. Further, Public Schools District Supervisors are also directed to strictly oversee, monitor and supervise the submission of the above-named documents. **Submission of scanned copies should be done on or before July 22, 2016.**

School Heads of public elementary and secondary schools are directed to facilitate in the prompt, efficient and systematic scanning, storing and submission online in the division office. Attention: Mr. Lindo M. Cayadong, Senior Education Program Specialist for Planning and Research and Mr. Danny A. Asio, Senior Education Program Specialist for Schools Monitoring and Evaluation.

Queries relative to this undertaking can be directed to Schools Governance and Operations Division (SGOD) through the mobile phone numbers 09263274175 and 09351661601.

For your immediate compliance