



Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, Malaybalay City



**DIVISION MEMORANDUM**

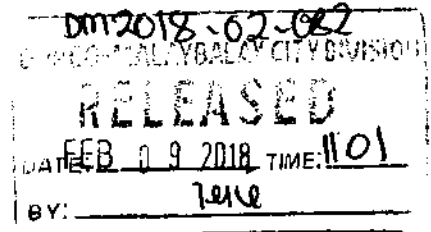
No. 082, s. 2018

**TO:** Chief Education Supervisors and Staff, CID & SGOD  
Elementary and Secondary School Heads  
This Division

**FROM:**   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

**DATE:** February 8, 2018

**RE: DIVISION ORIENTATION ON THE ADOPTION OF NEW SCHOOL  
FORMS AND STANDARDIZATION OF PERMANENT RECORDS**



1. Pursuant to DO 58, s. 2017 re: **Adoption of New Forms and Standardization of Permanent Records**, this Office will conduct a **Division Orientation on the Adoption of New School Forms and Standardization of Permanent Records** on February 13, 2018 at Bukidnon National High School Library, Bukidnon National High School, Malaybalay City.
2. This orientation aims to roll out the proper filling up and utilization of the new prescribed DepEd Forms and the standardization of Permanent Records for Kindergarten, Elementary, Junior High School and Senior High School.
3. Participants to this orientation are **Elementary School Heads** who will report in the morning session from 7:30 AM to 12:00 Noon and **Junior/Senior High School School Heads** who will report in the afternoon session from 12:30 PM to 5:00 PM.
4. Further, **ALL** participants are informed that they will have to prepare for their own provisions during the session while travel and other expenses shall be charged against local funds subject to the usual accounting and auditing policies, rules and regulations.
5. For guidance and compliance.

**Enclosure A:**

**ACTIVITY MATRIX**

<b>DAY</b>	<b>TIME</b>	<b>NO. OF MINUTES</b>	<b>ACTIVITES</b>	<b>PERSON IN CHARGE</b>
<b>February 13, 2018</b>				
<b>AM</b>	<b>SESSION</b>			
	7:30-8:00	30	Arrival and Registration	Mrs. Novem A. Sescon Planning Officer
	8:00-8:30	30	Opening Program	Mrs. Rachel R. Valde EPS-English
	8:30-9:45	75	Orientation and Workshop for Kindergarten	Mrs. Imelda S. Bantillo EPS-Mathematics Division Focal Person for Kindergarten
	9:45-10:00	15	BREAK	
	10:00-11:25	75	Orientation and Workshop for Elementary	Mrs. Virgilio R. Pizarro EPS-Araling Panlipunan
	11:25-12:00	35	Open Forum	Facilitator: Mrs. Rachel R. Valde EPS-English
<b>PM</b>	<b>SESSION</b>			
	12:30-1:00	30	Arrival and Registration	Mrs. Novem A. Sescon Planning Officer
	1:00-1:30	30	Opening Program	Mrs. Novem A. Sescon Planning Officer
	1:30-2:45	75	Orientation and Workshop for Junior High School	Mrs. Lou Ann J. Cultura EPS-MAPEH
	2:45-3:00	15	BREAK	
	3:00-4:15	75	Orientation and Workshop for Senior High School	Mr. Luis S. Alajar Jr. EPS-TLE
	4:15-4:50	35	Open Forum	Facilitator: Mrs. Rachel R. Valde EPS-English
	4:50-5:00	10	Challenge	EDILBERTO L. OPLENARIA, CESO VI Schools Division Superintendent
	5:00		HOME SWEET HOME	