



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2026

DIVISION MEMORANDUM
No. 147 s. 2026

**STANDARDIZATION OF GENERAL FORMS TO HARMONIZE PROCEDURES AND
SUPPORT TRACEABLE, DIGITALLY-ENABLED SERVICE DELIVERY
IN THE SCHOOLS DIVISION OFFICES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Units/Sections
All Others Concerned

1. Pursuant to **Regional Memorandum No. 152, s. 2026**, dated **March 02, 2026**, this Office hereby informs all concerned personnel of the **standardized General Forms** issued by the Regional Office for use across the twenty-five (25) Schools Division Offices in Region IV-A.
2. The unified adoption of the General Forms is intended to:
 - a. harmonize procedures across SDOs.
 - b. reduce manual and duplicative documentation.
 - c. improve traceability and accountability of transactions; and
 - d. support streamlined service delivery aligned with digitized and integrated administrative workflows.
3. All personnel are advised to strictly adopt and utilize the prescribed General Forms in all Knowledge Management and Technical (KMT) processes, in accordance with the provisions stated in the Regional Memorandum.
4. For reference, the list of standardized forms and their corresponding document codes is provided in **ANNEX: GENERAL FORMS** of the attached Regional Memorandum. The forms templates may be accessed through: <https://tinyurl.com/SDOGENERALFORMS>.
5. Immediate and wide dissemination of this Memorandum is directed.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

DIVISION MEMORANDUM

No. 147 s. 2026

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Encl.: As stated

Reference: RM No. 152, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

KMT
RECORDS

CID- standardization of general forms to harmonize procedures and support traceable, digitally-enabled service
delivery in the schools division offices
CID4753H-002737/March 05, 2026



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



02 March 2026

Regional Memorandum

No.152 s.2026

**STANDARDIZATION OF GENERAL FORMS TO HARMONIZE
PROCEDURES AND SUPPORT TRACEABLE,
DIGITALLY-ENABLED SERVICE DELIVERY
IN THE SCHOOLS DIVISION OFFICES**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Order No. 009, s. 2021, and consistent with the commitments and action points from the Orientation on the Optimization of KMT Practices held on 26 of February 2026, this Office, through the Field Technical Assistance Division (FTAD), hereby issues and circulates a standardized set of General Forms for the adoption and use of the twenty-five (25) Schools Division Offices (SDOs).
2. This issuance is promulgated as an internal administrative directive to promote efficient, uniform, and accountable processing of KMT-related transactions across the Region, consistent with the authority of heads of offices to issue orders on specific matters for the observance of concerned personnel.
3. The unified adoption of the General Forms is intended to:
 - a. harmonize handling procedures across SDOs.
 - b. reduce manual steps and avoid duplicative documentation.
 - c. improve traceability and accountability of transactions; and
 - d. support consistent service delivery aligned with integrated digital systems and standardized administrative workflows.
4. The SDOs may modify the header and footer (e.g., office name, address, division identifiers, and official logo), provided that the body/content, document title, codes, and required fields of the standardized forms remain unchanged, unless prior written authority is secured from this Office.
5. For guidance, please refer to the attached Annex (List of Documents and Codes). The General Forms templates may be accessed through:
<https://tinyurl.com/SDOGENERALFORMS>.



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Certificate No. PHP QMS
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6. For clarifications, kindly contact Chief Michael Girard R. Alba, Field Technical Assistance Division and the KMT Lead, for details at 09178882731 or (02) 8682-2114 local 440.
7. All concerned are hereby enjoined to comply strictly and to ensure the immediate dissemination of this Memorandum to all offices and personnel concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

04/ROF3

ANNEX: GENERAL FORMS

DOCUMENT CODE	DOCUMENT TITLE/DESCRIPTION
RO4A-SDO-GF001	Referral Slip
RO4A-SDO-GF002	Client Satisfaction Measurement(CSM)
RO4A-SDO-GF003	Certificate of No Pending Case
RO4A-SDO-GF004	OPCRF
RO4A-SDO-GF005	IPCRF
RO4A-SDO-GF006	<i>Commitment to Change Form</i>
RO4A-SDO-GF007	Technical Assistance Feedback
RO4A-SDO-GF008	Performance Contract
RO4A-SDO-GF009	Needs Assessment Report Form
RO4A-SDO-GF010	Technical Assistance Plan
RO4A-SDO-GF011	Technical Assistance Report
RO4A-SDO-GF012	Processing Sheet for Applications for Renewal of Government Permit/Recognition
RO4A-SDO-GF013	Processing Sheet for Application for New Government Permit
RO4A-SDO-GF014	<i>Joint Ocular Inspection Report</i>
RO4A-SDO-GF015	Regional Standards for the Joint Ocular Inspection
RO4A-SDO-GF016	Processing Sheet for Tuition Fee Increase Application
RO4A-SDO-GF017	Application for Establishment of Public Elementary/ Junior High School
RO4A-SDO-GF018	Application for Merging of Elementary-Junior High Schools
RO4A-SDO-GF019	Application for Conversion from Non-Implementing Unit to Implementing Unit
RO4A-SDO-GF020	Application for Conversion into an Integrated School
RO4A-SDO-GF021	Application for Conversion of Junior High School to a Science School
RO4A-SDO-GF022	Application for Conversion of Junior High School to a Tech-Voc School
RO4A-SDO-GF023	Application for Separation of School Annex
RO4A-SDO-GF024	Application for Establishment of a Stand-alone Senior High School
RO4A-SDO-GF025	Application for Conversion of Existing Elementary and JHS into a Stand-alone SHS

RO4A-SDO-GF026	Application for Implementation of Senior High School Program in Existing JHSs and ISs
RO4A-SDO-GF027	Monitoring Guide/Checklist on the Evaluation of SPED Schools
RO4A-SDO-GF028	Senior High School-Qualitative Evaluation Processing Sheet
RO4A-SDO-GF029	QAME Form 1 Tool
RO4A-SDO-GF030	QAME Analysis Form 2 Summary of Daily Monitoring and Evaluation
RO4A-SDO-GF031	Checklist for Evaluation of Special Program in Sports
RO4A-SDO-GF032	Checklist for Evaluation of Special Program in the Arts
RO4A-SDO-GF033	Checklist for Evaluation of Special Science Curricula
RO4A-SDO-GF034	Application for Establishment of Private Learning Institutions Serving Indigenous Peoples Learners (Permit/Recognition)
RO4A-SDO-GF035	Application for Additional Track/Strand/Specialization of Public Senior High School
RO4A-SDO-GF036	Application for Renaming of Public Schools
RO4A-SDO-GF037	Processing Sheet for Application for Homeschooling Program for Private Schools
RO4A-SDO-GF038	Processing Sheet for Application for Homeschooling Program for Public Schools
RO4A-SDO-GF039	Processing Sheet for Application for Senior High School Night Class
RO4A-SDO-GF040	Monitoring Tool of Senior High School Night Class
RO4A-SDO-GF041	Processing Sheet for Application for Open High School Program (OHSP)
RO4A-SDO-GF042	Monitoring Tool of the Open High School Program
RO4A-SDO-GF043	Processing Sheet on the Application for the Establishment of a School Branch for Private Schools
RO4A-SDO-GF044	Checklist of Application for SEC Indorsement (New School)
RO4A-SDO-GF045	Checklist of Application for SEC Indorsement (Amendments)
RO4A-SDO-GF046	Monitoring Tool on Opening of Classes
RO4A-SDO-GF047	National Career Assessment Examination (NCAE) Monitoring Tool
RO4A-SDO-GF048	National Achievement test (NAT) Monitoring Tool
RO4A-SDO-GF049	Meal Attendance Sheet
RO4A-SDO-GF050	Registration Form
RO4A-SDO-GF051	BERF Research Application Form
RO4A-SDO-GF052	BERF Action Research Proposal Template
RO4A-SDO-GF053	BERF Memorandum of Agreement
RO4A-SDO-GF054	BERF Cost Estimates Approval Form

RO4A-SDO-GF055	Policy Review Form
RO4A-SDO-GF056	Oath of Authenticity and Veracity of Documents
RO4A-SDO-GF057	DEDP Approval Sheet
RO4A-SDO-GF058	Progress Monitoring and Technical Assistance Tool for Ongoing Research Studies
RO4A-SDO-GF059	Letter of Consent Template
RO4A-SDO-GF060	Letter of Assent Template
RO4A-SDO-GF061	Standard Virtual Background
RO4A-SDO-GF062	Policy Brief Form
RO4A-SDO-GF063	Instructional Supervision