



072921-007

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

---

29 JULY 2021

DIVISION MEMORANDUM  
No. 325 s. 2021

**SUBMISSION OF LIST OF GRADUATES AND REPORT ON PROMOTION AND  
LEARNING PROGRESS AND ACHIEVEMENT (SCHOOL FORM 5)**

To: Heads, Public & Private Elementary and Secondary Schools  
All Others Concerned

1. With reference to Regional Memorandum No. 21-287 and in compliance to DepEd Order No. 48, s. 2017, on the "Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records" Section V. No. 10, this Office reiterates the submission of List of Graduates and Report on Promotion and Learning Progress and Achievement (School Form 5), not later than 30 days from the date of graduation. For private schools, the List of Graduates to be submitted must have Special Order Number.
2. In line with this, the submission of the said List of Graduates and School Form 5 must be in soft copy using the link [bit.ly/SDO-Tayabas-SF5nGraduates](http://bit.ly/SDO-Tayabas-SF5nGraduates) on or before August 15, 2021. The file should be saved as pdf/jpeg file with filename format SF\_SDO Tayabas\_Name of School\_20-21 (e.g. SF5\_SDO Tayabas\_Alsam Elementary School\_20-21).
3. For inquiries, please contact the Planning and Research Section at [planning@depedtayabas.com](mailto:planning@depedtayabas.com)
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
OIC Schools Division Superintendent



Brev. Poto. Tayabas City  
(042) 710-0329 or 797-0773



[tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

<https://depedtayabas.com/>  
<https://depedtayabas.com/>

