



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City




DIVISION MEMORANDUM

No. 81 s. 2017

**TO : ALL HEADS, PUBLIC/PRIVATE ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, Ph. D.
OIC-Schools Division Superintendent

BY:

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OIC-Schools Division Superintendent

**SUBJECT : SUBMISSION OF DOCUMENTS TO FACILITATE VERIFICATION OF SCHOOL
RECORDS**

DATE : January 20, 2017

To expedite the verification of school records for authentication of the Regional Office, all Schools Division Offices are requested to submit documents on an annual basis.

In this regard, this Office expects all school heads of public and private elementary and secondary schools to submit the following documents (hard copy, 2 copies each) on or before July 31, 2017 to meet the scheduled deadline of submission of the Regional Office.

1. Enrolment list of Students

Form to be used : SF 1
Level and School Year : Grade 6 and Grade 10; SY 2016-2017
Grade 6 and Grade 10; SY 2017-2018

2. List of graduates and scholastic records

Form to be used : SF 5 (generated from the LIS)
Level and School Year : Grade 6 and Grade 10; SY 2016-2017

Compliance with this Memorandum is earnestly desired.

SUBMISSION OF DOCUMENTS TO FACILITATE VERIFICATION OF SCHOOL RECORDS
DM- 81, 07-20-17

