



Department of Education  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City



March 1, 2018

**Division Memorandum**

No. 52, s. 2018

**To:** Public Schools District Supervisors/Officers-in charge of the District  
Heads of Public Secondary/Integrated and Elementary Schools

**ORIENTATION ON THE NEW SCHOOL FORMS  
(DepEd Order 58,s.2017)**

1. In compliance with DepEd Order No. 58, s. 2017 entitled, "Adoption of New Forms for KinderGarten, Senior High School, Alternative Learning System, Health and Nutrition and Permanent Records", the Schools Division of Capiz will conduct a One-Day Orientation on the New School Forms on March 5, 2018 for elementary schools and March 13, 2018 for secondary and integrated schools at the Division Multi-Purpose Hall.
2. The objective of the said orientation is to orient the participants on how to accomplish the new school forms.
3. Participants to this orientation are the following:
  - a. Elementary - (March 5, 2018)
    - 1.PSDS
    - 2.Central School Principal
    3. District Planning Officer
    4. District Grade chairman in Grade 1
  - b. Secondary- (March 13, 2018)
    1. School Principal
    2. Grade Chairman in Grade 7
4. A registration fee of three hundred pesos (₱300.00) shall be charged to all school participants to cover expenses for the snacks and lunch. Expenses for the food of the trainers, facilitators and Public Schools District Supervisors shall be charged against the Division INSET Fund. Registration fee and travel expenses of school participants shall be charged against school MOOE. All expenses relative to the conduct of this activity are subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent

**PROGRAM MATRIX**

<b>TIME</b>	<b>ACTIVITIES</b>
7:30-8:30	<b>Registration</b>
8:30-9:00	Opening Program
10:00-11:00	Legal Bases on Modified School Forms Dr. Marlon P. Destreza
11:00-12:00	School Forms Dr. Merlie J. Rubio Mr. Ronald Dile
12:00-1:00	<b>LUNCH BREAK</b>
1:00-2:00	Continuation on School Forms Mr. Edward Villafuerte
2:00-4:00	DepEd Order # 3, s. 2018 Dr. Marlon P. Destreza/Mr. Edward Villafuerte
4:00-4:30	Closing Program