



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

February 21, 2024

**DIVISION MEMORANDUM**  
NO. **108** S. 2024

**DEPARTMENT OF EDUCATION SCHOOLS REPOSITORY FORM**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
OIC, Office of the Chief Education Supervisor, SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Office Memorandum No. OO-OSEC-2024-003 dated February 15, 2024, titled **Department of Education Schools Repository Form (DSRF)**, which is self explanatory.
2. The District Planning Officers shall submit the list of schools under their jurisdiction that have submitted their DSRF on before March 15, 2023 as the division deadline.
3. The DSRFs may be accessed through the following link:  
[https://bit.ly/Region6\\_DSRF](https://bit.ly/Region6_DSRF).
4. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl.: As stated

Reference: OM No. OO-OSEC-2024-003

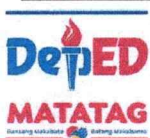
To be indicated in the Perpetual Index

Under the following subjects:

SCHOOLS

INFORMATION TECHNOLOGY

TEACHERS



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@depd.gov.ph



Republic of the Philippines  
**Department of Education**

FEB 15 2024

OFFICE MEMORANDUM  
OO-OSEC-2024-003

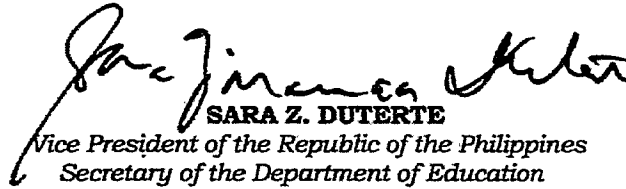
To: Regional Directors  
Assistant Regional Directors  
Schools Division Superintendents  
Public School Heads  
All Others Concerned

**DEPARTMENT OF EDUCATION SCHOOLS REPOSITORY FORM**

1. The Department of Education (DepEd), through the Office of the Secretary, mandates the creation of an updated and accurate record of the basic profile of all public schools nationwide. As such, the Department is introducing the **DepEd Schools Repository Form (DSRF)**.
2. All DepEd public schools in the country are required to submit their respective DSRF form and file information on its basic profile, classroom condition, and basic facilities.
3. **To ensure the accuracy of the information to be submitted and establish accountability, only the school principals/school head/teacher-in-charge of each school shall accomplish and submit the DSRF.**
4. Each region is designated with their exclusive DSRF form that may only be used by schools under their jurisdiction.
5. The DSRFs may be accessed through the following links:
  - a. Region I - [https://bit.ly/Region1\\_DSRF](https://bit.ly/Region1_DSRF)
  - b. Region II - [https://bit.ly/Region2\\_DSRF](https://bit.ly/Region2_DSRF)
  - c. Region III - [https://bit.ly/Region3\\_DSRF](https://bit.ly/Region3_DSRF)
  - d. Region IV-A - [https://bit.ly/Region4A\\_DSRF](https://bit.ly/Region4A_DSRF)
  - e. Region IV-B - [https://bit.ly/Region4B\\_DSRF](https://bit.ly/Region4B_DSRF)
  - f. Region V - [https://bit.ly/Region5\\_DSRF](https://bit.ly/Region5_DSRF)
  - g. Region VI - [https://bit.ly/Region6\\_DSRF](https://bit.ly/Region6_DSRF)
  - h. Region VII - [https://bit.ly/Region7\\_DSRF](https://bit.ly/Region7_DSRF)
  - i. Region VIII - [https://bit.ly/Region8\\_DSRF](https://bit.ly/Region8_DSRF)
  - j. Region IX - [https://bit.ly/Region9\\_DSRF](https://bit.ly/Region9_DSRF)
  - k. Region X - [https://bit.ly/Region10\\_DSRF](https://bit.ly/Region10_DSRF)
  - l. Region XI - [https://bit.ly/Region11\\_DSRF](https://bit.ly/Region11_DSRF)
  - m. Region XII - [https://bit.ly/Region12\\_DSRF](https://bit.ly/Region12_DSRF)
  - n. Region XIII - [https://bit.ly/Region13\\_DSRF](https://bit.ly/Region13_DSRF)
  - o. Cordillera Administrative Region - [https://bit.ly/CAR\\_DSRF](https://bit.ly/CAR_DSRF)

p. National Capital Region - [https://bit.ly/NCR\\_DSRF](https://bit.ly/NCR_DSRF)

6. Consequently, all regional directors and schools division superintendents are mandated to provide the necessary assistance to schools under their jurisdiction relative to the accomplishment of the DSRF.
7. All schools shall submit their DSRF no later than **March 31, 2024**.
8. For more information, please contact **Ms. Patricia Morales** of the **Office of the Secretary** through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph) or at telephone number (02) 8637-5948.
9. Immediate dissemination of this Memorandum is desired.

  
**SARA Z. DUTERTE**  
*Vice President of the Republic of the Philippines*  
*Secretary of the Department of Education*

JDMC,APA, MPC, QM DepEd Schools Repository Form  
0059 - February 15, 2024

