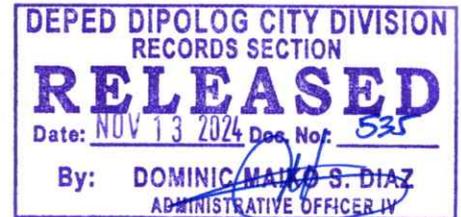




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



November 13, 2024

DIVISION MEMORANDUM

No. 535, s. 2024

CONDUCT OF ONLINE SURVEY FOR THE REVIEW OF SCHOOL FORMS AND REPORTS

To: Assistant Schools Division Superintendent
Chief of SGOD and CID
Public Schools District Supervisors
Selected Elementary and Secondary Schools
Selected Elementary and Secondary School Head
This Division
All Other Concerned

1. In reference to Memorandum DM-OUHROD-2024-2246 Series of 2024, the DepEd Undersecretary for Human Resource and Organizational Development will be conducting an online survey to review school forms and reports.
2. The online survey will be conducted to validate the initial inventory of school forms and report and to identify any additional forms and reports not captured in the initial inventory.
3. The online survey must be completed by the School Head, and any necessary information related to the completion of each school form should be obtained through consultation and coordination with the teachers.
4. The identified schools can access the online survey at bit.ly/SFTTeacherSurvey from **November 12-19, 2024**:

Region IX Dipolog City	303893	Zamboanga Norte NHS
Region IX Dipolog City	303888	Galas NHS
Region IX Dipolog City	125983	Sicayab ES
Region IX Dipolog City	125968	St. John ES

5. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



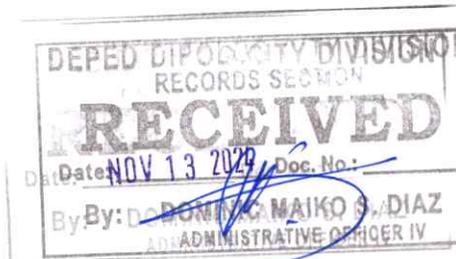
Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

Region IX	Dipolog City	303893	Zamboanga Norte NHS	Large
Region IX	Dipolog City	303888	Galas NHS	Large
Region IX	Dipolog City	125983	Sicayab ES	Medium
Region IX	Dipolog City	125968	St. John ES	Small



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM
DM-OUHROD-2024-2246

FOR : **ALL REGIONAL DIRECTORS**
ALL CONCERNED SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED SCHOOL HEADS

FROM : **WILFREDO E. CABRAL**
 Undersecretary
 Human Resource and Organizational Development

SUBJECT : **CONDUCT OF ONLINE SURVEY FOR THE REVIEW OF SCHOOL FORMS AND REPORTS**

DATE : November 12, 2024

The Department of Education (DepEd) has been steadfast in undertaking reforms that aim to cultivate a work environment that supports quality education while putting premium to the welfare of its people. In support of this, a task force has been created under DepEd Memorandum No. 037, s. 2024 to review teachers' workload, particularly school forms and reports accomplished by teachers and non-teaching personnel.

As part of the data-gathering activities of the Task Force, an **online survey** will be conducted to (a) validate the initial inventory of school forms and reports, and (b) identify any additional forms and reports not captured in the initial inventory. In answering the online survey, the following shall be observed:

1. Only the identified schools must answer the survey. The list of participating schools per Region can be accessed through **bit.ly/SFTeacherSurvey-Schools**.
2. The Online Survey must be accomplished by the **School Head**. However, the answers or needed information regarding the accomplishment of each school form should be consulted/coordinated with the teachers.
3. Access the online survey at **bit.ly/SFTeacherSurvey** from **November 12-19, 2024**.

Regional Offices (RO) and Schools Division Offices (SDOs) shall assign **one (1) focal person** to oversee compliance of schools and coordinate with the Central Office for any issues or updates. Designated personnel from ROs and SDOs are asked to provide their details at **bit.ly/SFTeacherSurvey-Focal**.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

cc: **Office of the Secretary**

