



Republic of the Philippines  
**Department of Education**

REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

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**DIVISION MEMORANDUM**  
**DM-2021-116**

TO : Private elementary and secondary schools in the Division

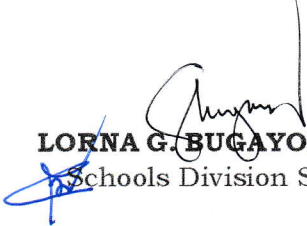

FROM : Schools Division Superintendent

SUBJECT : Orientation on the Checking Forms for the School Year 2020-2021

DATE : April 20, 2021

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1. In preparation for the conduct of the school-based checking of school forms, all school heads of private elementary and secondary schools in Division are enjoined to attend the online orientation on the checking of school forms for the school year 2020-2021 on April 22, 2021, 9AM.
2. The link for the said online orientation is as follows: [meet.google.com/rci-nxtn-xhj](https://meet.google.com/rci-nxtn-xhj).
3. The concerned personnel may assign one key teacher to join them during the conduct of the orientation. Furthermore, they are also advised to download and to secure a copy of DepEd MEMORANDUM No. 014, s. 2021 entitled "Interim Guidelines for the Preparation, Submission and Checking of School Forms for the School Year 2020-2021" and DepEd ORDER No. 030, s. 2020 or the "Amendment to DepEd ORDER No. 007, s. 2020 (School Calendar and Activities for School Year 2020-2021).
4. Immediate dissemination of this Division memorandum is earnestly desired.

  
**LORNA G. BUGAYONG PhD, CESO V**  
Schools Division Superintendent 

***With hundred reasons to serve!***

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