



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 16, 2024

REGION MEMORANDUM
PPRD-2024-015

SUBMISSION OF DEPED SCHOOLS REPOSITORY FORM (DSRF)

To: Schools Division Superintendents

1. This has reference to Office Memorandum-OSEC-2024-003 dated February 15, 2024 titled, **Department of Education Schools Repository Form**, which was mandated by the Office of the Secretary as a mechanism in the creation of an updated and accurate record of the basic profile of all public schools nationwide.
2. In line with it, all DepEd public schools in the country are required to submit their respective DSRF 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 not later than March 31, 2024.
4. The DSRF may be accessed through the link https://bit.ly/Region12_DSRF and can be accessed ONLY with DepEd email.
5. Schools division superintendents through the Division Planning Officers are mandated to provide the necessary assistance to schools under their jurisdiction relative to the accomplishment of the DSRF.
6. For inquiries and clarifications, all concerned may reach Dr. Glenn A. Bisnar, CES through glenn.bisnar@deped.gov.ph and Lovely Z. Ramos, AO II through lovelyz.ramos@deped.gov.ph.
7. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: None

References: OSEC-2024-003 dated February 15, 2024

Allotment: None

To be indicated in the Perpetual Index under the following subjects:
FORMS

GAB/PPRD/RM – SUBMISSION OF DEPARTMENT OF EDUCATION SCHOOLS REPOSITORY FORM (DSRF)
015/February 16, 2024



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