

Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

November 14, 2022

DIVISION MEMORANDUM

No. 589 s. 2022

UTILIZATION OF THE FIRST GRADING PROMEDS WITH THE BUILT-IN SCHOOL HEAD'S VALIDATION SHEET AND THE PROMEDS CORRECTION/JUSTIFICATION TOOL

**To: Office of the Public Schools District Supervisors (PSDS)
Alternative Learning System (ALS)
Public Elementary and Secondary Schools
Public Senior High Schools
All Others Concerned**

1. The School Governance and Operations Division (SGOD) through the M&E Unit issues this Division Memorandum for the effective and efficient utilization of the first grading PROMEDS Tool with a built-in School Head's Validation Sheet and a separate correction and justification tool.
2. The template can be accessed and downloaded in the SBM Group Chat (GC), PSDS GC, and through the link below:

tinyurl.com/1stGPROMEDS-2223

3. The school shall submit the following to the district supervisor:
 - a. Accomplished e-copy of the 1st Grading PROMEDS
 - b. 2 Printed copies PROMEDS with the School Head's Validation Sheet (see the attached sample print), **1 copy for PSDS, & 1 Copy for school**
 - c. 3 printed copies of the PROMEDS correction/justification tool for PSDS signatures (**1 copy for M&E, 1 copy for PSDS, and 1 copy for school**)
4. The PSDS shall submit the following to the Division M&E Coordinator:
 - a. PROMEDS (e-copy) of all schools in his or her district
 - b. Hard copies of the PROMEDS correction/justification tool (**PSDS signed**) of all schools in his/her district
5. **The deadline for the submission is November 25, 2022.**
6. Immediate dissemination of this Memorandum is desired.

f. **MARIZA S. MAGAN EdD, CESO V**
Schools Division Superintendent



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