



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS  
**SCHOOLS DIVISION OF TACLOBAN CITY**

February 19, 2024

**DIVISION MEMORANDUM**

No. 126, s. 2024

**UTILIZATION OF THE DEPARTMENT OF EDUCATION SCHOOLS  
REPOSITORY FORM LINKS**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS  
All Others Concerned

1. In compliance with the DepEd OM 2024-003, this Office hereby directs all schools under this Schools Division of Tacloban City to strictly utilize 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 uploaded/encoded in the designated link and establish accountability, only the School Heads of each school shall accomplish and submit the DSRF through thus link: [https://bit.ly/Region8\\_DSRF](https://bit.ly/Region8_DSRF) no later than March 15, 2024 for Division Level Validation.
4. For clarifications and relevant queries, kindly connect with the School Governance & Operations Division under Dr. Melani D. Escobarte, Chief Education Program Supervisor through the Planning Officer- **MR. ANGELO V. ALCARAZ** at 09675081925 or with this email [angelo.alcaraz@dedped.gov.ph](mailto:angelo.alcaraz@dedped.gov.ph).
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

*As per 5-04 0305- 2024 2/19/24*  
**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent  
Office -In-Charge  
Office of the Schools Division Superintendent

Enclosures: NONE

Reference: OFFICE MEMORANDUM OO-OSEC-2024-003

To be indicated in the Perpetual Index under the following subjects:  
DATA MANAGEMENT COMPLIANCE UTILIZATION

AVA/PLOIII  
Feb. 19, 2024



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