



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**  
Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475  
Email address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)  
Website: [depedelsalvadorcity.net](http://depedelsalvadorcity.net)



DIVISION MEMORANDUM

No. 170s. 2017

To: SCHOOL HEADS OF THE FOLLOWING PRIVATE SCHOOLS  
ST. JOSEPH ACADEMY  
THE NEW EL SALVADOR COLLEGES

From:   
ALLAN G. FARNAZO, Ph.D., CESO IV  
Regional Director IV, Concurrent SDS

Subject: Accomplishment of the Tracer/Tracker Form

Date: June 7, 2017

1. This field is hereby directed to submit one (1) signed hardcopy of the tracer form attached herein to account/track the transition of grade 10 students to grade 11 and grade 11 students to grade 12 in all private schools in the division
2. Kindly submit two tracer reports to the division receiving section together with your transmittal. The first tracer report form is for G-10 students expected to move to G-11 while the second one is for G-11 students expected to move to G-12.
3. The reports are due 5 pm on June 16, 2017. For queries, please feel free to contact this number: 09061528686 or email at [kevin.asequia@deped.gov.ph](mailto:kevin.asequia@deped.gov.ph).
4. For your guidance and compliance.



Copies Furnished:  
Person Concerned  
Records Section-Memorandum/

/KBA