



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

15 April 2021

DIVISION MEMORANDUM
No. 131, s. 2020

**Information Dissemination on Deped Order No. 014, s. 2021 cum Orientation
on the Use of Electronically Programmed Accomplish School Forms (E-PASS)**

To:

Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Planning Officer
SEPS, M&E
**All Public Elementary & Secondary School Heads, ICT Coordinators and
Grade Leaders/Grade Level Coordinators**
Quimberly G. Baspin
Alan R. Martinez
All Others Concerned
This Division

1. Pursuant to Deped Order No. 014 s. 2021 re **Interim Guidelines on the Preparation, Submission and Checking of School Forms for the School Year 2020-2021**, the field is hereby directed to attend a half day virtual orientation via google meet through the link meet.google.com/ouo-gfnf-myz from 8:00AM-12:00NN on April 30, 2021. The objectives of the orientation is geared towards achieving the following:
 - 1.1. Orient the participants on the new data elements to be checked for the End of the School Year Forms
 - 1.2. Orient the participants on the process of preparation, submission and checking of the school forms
2. Further, all participants, specifically the ICT Coordinators and Grade Leader/Grade Level Coordinators are requested to prepare the following for the workshop on the use of Electronically Programmed Accomplished School Forms (E-PASS);
 - 2.1 Laptop or Desktop Computers
 - 2.2 Grade sheets
 - 2.3 Master sheets



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3. Lastly, this office shall adhere to the Equal Opportunity Principle (EOP) in terms of determining who will be the participants of this activity and shall not impose any form/s of discrimination of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity and political affiliation to the participants
4. Immediate and wide dissemination of this memo is desired.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SGOD/KBA

To be indicated in the Perpetual Index
Under the following subjects:

DATA

FORMS

ORIENTATION

