



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
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FEB 20 2024

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

From :   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Subject: **FILLING OUT OF DEPED SCHOOLS REPOSITORY FORM (DSRF)**

Date : February 19, 2024

1. Please find the attached Regional Memorandum No. 015, s. 2024 "Policy Guidelines in Filling Out of DepEd Schools Repository Form (DSRF) and Office Memorandum OO-OSEC-2024-003 "Department of Education Schools Repository Form," which are self-explanatory.
2. Particular attention is invited to item no. 3.1 stating that Only the School Principal/School Head/Teacher In-Charge shall accomplish and submit the DSRF. No teacher and non-teaching personnel should accomplish and submit the DSRF. School Heads could access only the form using their DepEd Email Address.
3. All Schools shall submit their DSRF not later than March 31, 2024.
4. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

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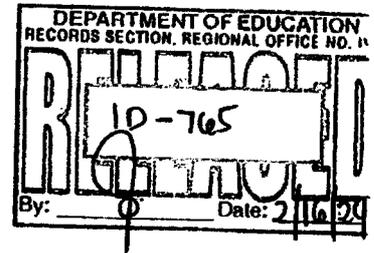
*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

February 16, 2024

**REGIONAL MEMORANDUM**  
No. 015, s. 2024

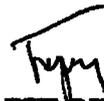
**POLICY GUIDELINES IN FILLING OUT OF DEPED SCHOOLS REPOSITORY  
FORM (DSRF)**

To: **ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL FUNCTIONAL DIVISION  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS**

1. The Department of Education Central Office issued Office Memorandum 00-OSEC-2024-003 dated February 15, 2024 which introduces the DepEd Schools Repository Form (DSRF).
2. All DepEd Public, Elementary and Secondary Schools are required to submit their respective DSRF form and file information on the basic profile, classroom condition and facilities.
3. In view of this, the following guidelines must be observed:
  - 3.1 Only the School Principal/School Head/Teacher-in-Charge of the school shall accomplish and submit the DSRF. No teacher and non-teaching personnel should accomplish and submit the DSRF. School Heads could access only the form using their DepEd Email Address.
  - 3.2 Schools Division Superintendent should assign a focal person to monitor the compliance of all public elementary and secondary schools.
  - 3.3 Each Schools Division Office may devise a monitoring tool to track the number of compliant schools and to provide technical assistance to schools under their jurisdiction, if needed.
  - 3.4 In the Regional Office, the Policy, Planning, Program and Research Division (PPRD) shall be the focal office to monitor and receive reports from the Schools Division Offices, in a weekly basis.
  - 3.5 All Schools shall submit their DSRF no later than March 31, 2024.



4. Enclosed is a copy of the Office Memorandum 00-OSEC-2024-003 for perusal and guidance.
5. Widest dissemination of this Memorandum is desired.



**NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director

Incl: As Stated.

ord/mdc



Republic of the Philippines  
**Department of Education**

FEB 15 2024

OFFICE MEMORANDUM  
OO-OSEC-2024-**003**

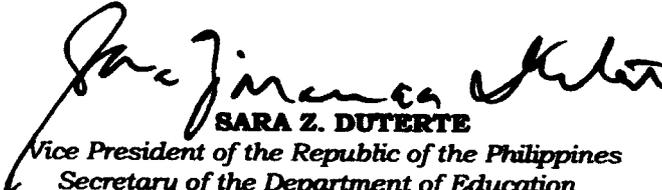
To: Regional Directors  
Assistant Regional Directors  
Schools Division Superintendents  
Public School Heads  
All Others Concerned

**DEPARTMENT OF EDUCATION SCHOOLS REPOSITORY FORM**

1. The Department of Education (DepEd), through the Office of the Secretary, mandates the creation of an updated and accurate record of the basic profile of all public schools nationwide. As such, the Department is introducing 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 submitted and establish accountability, only the school principals/school head/teacher-in-charge of each school shall accomplish and submit the DSRF.**
4. Each region is designated with their exclusive DSRF form that may only be used by schools under their jurisdiction.
5. The DSRFs may be accessed through the following links:
  - a. Region I - [https://bit.ly/Region1\\_DSRF](https://bit.ly/Region1_DSRF)
  - b. Region II - [https://bit.ly/Region2\\_DSRF](https://bit.ly/Region2_DSRF)
  - c. Region III - [https://bit.ly/Region3\\_DSRF](https://bit.ly/Region3_DSRF)
  - d. Region IV-A - [https://bit.ly/Region4A\\_DSRF](https://bit.ly/Region4A_DSRF)
  - e. Region IV-B - [https://bit.ly/Region4B\\_DSRF](https://bit.ly/Region4B_DSRF)
  - f. Region V - [https://bit.ly/Region5\\_DSRF](https://bit.ly/Region5_DSRF)
  - g. Region VI - [https://bit.ly/Region6\\_DSRF](https://bit.ly/Region6_DSRF)
  - h. Region VII - [https://bit.ly/Region7\\_DSRF](https://bit.ly/Region7_DSRF)
  - i. Region VIII - [https://bit.ly/Region8\\_DSRF](https://bit.ly/Region8_DSRF)
  - j. Region IX - [https://bit.ly/Region9\\_DSRF](https://bit.ly/Region9_DSRF)
  - k. Region X - [https://bit.ly/Region10\\_DSRF](https://bit.ly/Region10_DSRF)
  - l. Region XI - [https://bit.ly/Region11\\_DSRF](https://bit.ly/Region11_DSRF)
  - m. Region XII - [https://bit.ly/Region12\\_DSRF](https://bit.ly/Region12_DSRF)
  - n. Region XIII - [https://bit.ly/Region13\\_DSRF](https://bit.ly/Region13_DSRF)
  - o. Cordillera Administrative Region - [https://bit.ly/CAR\\_DSRF](https://bit.ly/CAR_DSRF)

p. National Capital Region - [https://bit.ly/NCR\\_DSRF](https://bit.ly/NCR_DSRF)

6. Consequently, all regional directors and schools division superintendents are mandated to provide the necessary assistance to schools under their jurisdiction relative to the accomplishment of the DSRF.
7. All schools shall submit their DSRF no later than **March 31, 2024**.
8. For more information, please contact **Ms. Patricia Morales** of the **Office of the Secretary** through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph) or at telephone number (02) 8637-5948.
9. Immediate dissemination of this Memorandum is desired.

  
**SARA Z. DUTERTE**  
*Vice President of the Republic of the Philippines*  
*Secretary of the Department of Education*

JDMC,APA, MPC, QM DepEd Schools Repository Form  
0059 - February 15, 2024

