



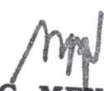
Republic of the Philippines  
**Department of Education**  
**MIMAROPA REGION**  
**SCHOOLS DIVISION OF MARINDUQUE**

Department of Education  
 Division of Marinduque  
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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**TO:** Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads, Public and Private Elementary and Secondary Schools/SUC  
 All Others Concerned

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

**SUBJECT: REITERATION ON THE USE OF STANDARDIZED APPLICATION AND PROCESSING FORMS FOR PUBLIC AND PRIVATE SCHOOLS**

**DATE:** November 13, 2024

1. To ensure the implementation of updated, unified, standardized, synchronized, and streamlined processes, rules and criteria in line with the existing DepEd issuances, this Office, through the School Governance and Operations Division – School Management, Monitoring and Evaluation Section, reiterates on the use of standardized application and processing forms for public and private schools.
2. The Regional Office – Quality Assurance Division has made the necessary adjustments and revisions to existing processing sheets which aim to enhance efficiency, consistency, and compliance across all educational institutions. These revised processing forms must be used for all types of applications effective following the release of this Memorandum. The printable forms can be accessed through the link: [https://bit.ly/QAD-PROCESSING\\_SHEETS](https://bit.ly/QAD-PROCESSING_SHEETS)
3. Should there be any clarifications concerning the process and utilization of templates, queries may be directed to Dr. Fretzie P. Alcantara, SEPS-SMM&E and Mr. Rey R. Raymundo, EPS II – SMM&E.
4. Immediate dissemination of and strict compliance with the contents of this Memorandum are highly desired.

/SGOD-SMM&E-FA

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



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