



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

November 18, 2024

DIVISION MEMORANDUM

No. 728, s. 2024

**CONDUCT OF ONLINE SURVEY FOR THE REVIEW
OF SCHOOL FORMS AND REPORTS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-2246 dated November 12, 2024 titled **Conduct of Online Survey for the Review of School Forms and Reports.**
2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent *g*

Enclosure: None

Reference: None

To be indicated in the Perpetual Index
Under the following subject

SURVEY

SCHOOLS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2246

FOR : ALL REGIONAL DIRECTORS
ALL CONCERNED SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED SCHOOL HEADS

FROM : WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : CONDUCT OF ONLINE SURVEY FOR THE REVIEW OF SCHOOL FORMS AND REPORTS

DATE : November 12, 2024

The Department of Education (DepEd) has been steadfast in undertaking reforms that aim to cultivate a work environment that supports quality education while putting premium to the welfare of its people. In support of this, a task force has been created under DepEd Memorandum No. 037, s. 2024 to review teachers' workload, particularly school forms and reports accomplished by teachers and non-teaching personnel.

As part of the data-gathering activities of the Task Force, an **online survey** will be conducted to (a) validate the initial inventory of school forms and reports, and (b) identify any additional forms and reports not captured in the initial inventory. In answering the online survey, the following shall be observed:

1. Only the identified schools must answer the survey. The list of participating schools per Region can be accessed through **bit.ly/SFTeacherSurvey-Schools**.
2. The Online Survey must be accomplished by the **School Head**. However, the answers or needed information regarding the accomplishment of each school form should be consulted/coordinated with the teachers.
3. Access the online survey at **bit.ly/SFTeacherSurvey** from **November 12-19, 2024**.

Regional Offices (RO) and Schools Division Offices (SDOs) shall assign **one (1) focal person** to oversee compliance of schools and coordinate with the Central Office for any issues or updates. Designated personnel from ROs and SDOs are asked to provide their details at **bit.ly/SFTeacherSurvey-Focal**.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

cc: **Office of the Secretary**