



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent - ICTU

July 7, 2024


DIVISION MEMORANDUM

No. 203, s. 2024

**UTILIZATION OF DOWNLOADABLE FORMS AND TEMPLATES FROM THE
OFFICIAL WEBSITE OF DEPED NORTHERN SAMAR DIVISION.**

To: CID &SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

1. The Department of Education (DepEd) Northern Samar Division has made a variety of forms and templates available for download on our official website through DM No. 319 s, 2023. These resources have been developed to streamline administrative processes, enhance documentation efficiency, and ensure uniformity in reporting and record-keeping across all educational institutions within our division.
2. The downloadable forms and templates can be accessed at <https://northernsamar.deped.gov.ph/forms/>.
3. Usage Guidelines:
 - Use the latest versions of the forms and templates available on the website to ensure compliance with current standards and regulations.
 - Customize the templates as needed to suit specific requirements while maintaining the core structure and information fields.
 - Ensure that all forms and templates are filled out accurately and completely before submission.
4. Immediate dissemination of and compliance with this memorandum, are highly desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone: (055) 500 9450 Website: <https://northernsamar.deped.gov.ph>
Email: northernsamar@deped.gov.ph


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