



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

March 7, 2024

MEMORANDUM TO:

**Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public School District Supervisors
Elementary and Secondary School Heads**

1. The Department of Education through Office Memorandum OO-OSEC-2024-003, mandates the creation of an updated accurate record of the basic profile of all public schools nationwide. As such, the Department is introducing the DepEd Schools Repository Form (DSRF).
2. In this connection, School Heads are hereby enjoined to submit their respective DSRF form and file information on the school's basic profile, classroom condition and basic facilities **not later than March 31, 2024**.
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. The DSRFs for Region V may be accessed through the following link:

https://bit.ly/Region5_DSRF
5. For more information, please contact Ms. Patricia Morales of the Office of the Secretary through email at osec@deped.gov.ph or at telephone number (02) 8637-5948.
6. Immediate and wide dissemination of this Memorandum is desired.
7. For information, guidance and strict compliance.

WILLIAM E. GANDO, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education

FEB 15 2024

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

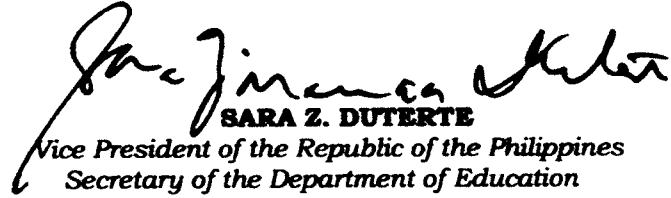
To: Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Public School Heads
All Others Concerned

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
 - b. Region II - https://bit.ly/Region2_DSRF
 - c. Region III - https://bit.ly/Region3_DSRF
 - d. Region IV-A - https://bit.ly/Region4A_DSRF
 - e. Region IV-B - https://bit.ly/Region4B_DSRF
 - f. Region V - https://bit.ly/Region5_DSRF
 - g. Region VI - https://bit.ly/Region6_DSRF
 - h. Region VII - https://bit.ly/Region7_DSRF
 - i. Region VIII - https://bit.ly/Region8_DSRF
 - j. Region IX - https://bit.ly/Region9_DSRF
 - k. Region X - https://bit.ly/Region10_DSRF
 - l. Region XI - https://bit.ly/Region11_DSRF
 - m. Region XII - https://bit.ly/Region12_DSRF
 - n. Region XIII - https://bit.ly/Region13_DSRF
 - o. Cordillera Administrative Region - https://bit.ly/CAR_DSRF

p. National Capital Region - 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 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, OM DepEd Schools Repository Form
0059 - February 15, 2024

