Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City

DIVISION MEMORANDUM
No. 862, s. 2017

SUBMISSION OF ALL ACADEMIC SCHOOL RECORDS (ASR) OF DISTRICT AND SCHOOL OFFICES TO THE DIVISION OFFICE COVERING SY 2006-2007 UP TO SY 2017-2018

To: Assistant Schools Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Chiefs
All other concerned

1. In order to have orderly and complete Academic School Records (ASR) of the division office, the district and school offices are hereby requested to submit a certified true copy of all available Academic School Records to the division office, covering SY 2006-2007 up to SY 2017-2018 on or before January 12, 2018.

2. This is also a compliance in lieu of the CAV (Certification, Authentication and Verification) processing, pursuant to DepEd Order No. 48, s. 2017, in which the Division Records Office shall have a hold of all available Academic School Records of the district and school offices on all levels.

3. School heads shall check the authenticity and validity of all records that will be submitted to the division records office together with the transmittal indicating all information and submit a transmittal soft copy in excel format to floren.semblante@gmail.com. (Please see attached sample transmittal form).

4. Immediate dissemination of and compliance with this memorandum is directed.

RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Telephone Numbers:
Schools Division Superintendent :(032) 255-6405
Asst. Schools Division Superintendent :(032) 520-3216
Accounting Section :(032) 254-2632
Disbursing Section :(032) 255-4401
Admin/Legal :(032) 253-7847

Website : www.depedcebuprovince.com
E-Mail Add : depedcebuprovince@yahoo.com

Sample form only

TRANSMITTAL

(Form 137- E, Form 137-A and Kindergartens)

Name of Learner				Name of School Attended	District	School Year	Admission Status
	Last	First	Middle				
							Eligible for grade 1
							Eligible for grade 7

Prepared by:

_____
(Records Custodians)

Certified true and correct:

_____
District/School Head

Sample form only

TRANSMITTAL

(Form 18- E, Form 18-A or Form 5 and Form 5 -Senior High)

School Name	District	No. of Learners	School Year	Remarks

Prepared by:

_____
(Records Custodians)

Certified true and correct:

_____
School Head