



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 23 2024

MEMORANDUM

No. 043, s. 2024

DEPARTMENT OF EDUCATION SCHOOLS REPOSITORY FORM

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

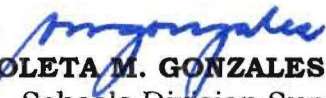
1. Attached is DepEd Memorandum OO-SEC-2024-003, dated February 15, 2024, on the above-captioned subject, the contents of which are self-explanatory, for the information and compliance of all concerned.
2. This Division disseminates the creation of an updated and accurate record of the basic profile of all public schools.
3. All DepEd public schools are required to submit their respective Department of Education Schools Repository Forms (DSRF) and the file information on its basic profile, classroom condition, and basic facilities.
4. Only the principal/head of school/teacher-in-charge of each school shall complete and submit the DSRF to ensure the accuracy of the data to be presented and to create accountability.
5. The DSRFs may be accessed through the link: https://bit.ly/NCR_DSRF.
6. All schools shall submit their DSRF not later than **March 31, 2024**.
7. For more information, please contact Ms. Patricia Morales of the Office of the Secretary through email at osec@deped.gov.ph or telephone number (02) 8637-5948.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

8. Immediate dissemination of, and strict compliance with this Memorandum is desired.

For
EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By: 
VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

FORMS
BASIC PROFILE
CLASSROOM
BASIC FACILITIES

JDN/DM/Department of Education Schools Repository Form
043 / February 19, 2024

NUM-2024-043



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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

