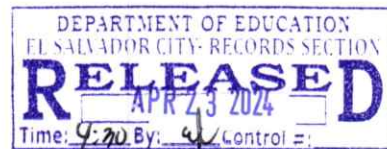




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



April 22, 2025

DIVISION MEMORANDUM
No. 135, s. 2025

**SUBMISSION OF SCHOOL FORMS 1,5 & 10
TO THE RECORDS SECTION**

To: **Assistant Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
All Public Elementary Schools
All Public Secondary Schools
This Division

1. All public elementary and secondary schools are reminded to submit in Portable Document File (PDF) the School Forms 1, 5 & 10 of the learners who are members of the graduating classes (Grade 6 and 12) for SY2024-2025 to the records section via this link <https://tinyurl.com/School-forms-1-5-10>.
2. Moreover, schools who have not yet submitted their School Forms 1, 5 & 10 for SY2022-2023 and SY2023-2024 are reminded to upload the same in the provided google drive.
3. The submission of these forms is essential to ensure that the Office has a copy of the Academic School Records (ASR) of the learners that will aid in the processing of Certification, Authentication and Verification (CAV) requests.
4. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

OSDS/ERI



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

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5. For information, guidance, and compliance.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SUBMISSION RECORDS

OSDS/ERI



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