



DEPARTMENT OF EDUCATION
OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

URGENT

MEMORANDUM FOR IMMEDIATE DISSEMINATION

TO: ALL REGIONAL DIRECTORS
ALL SCHOOL HEADS
ALL CONCERNED
Cc: ALL SCHOOLS DIVISION SUPERINTENDENTS

SUBJECT: SUPPLEMENTAL GUIDELINES FOR GRADUATING
TRANSFEREES FROM "TYPHOON YOLANDA" -
AFFECTED AREAS

DATE: March 13, 2014

This refers to DepEd Order No. 52, s.2013, which instructs schools to accept as emergency transferees learners who were displaced by Typhoon Yolanda despite insufficient transfer credentials. The order further explains that learner records will be updated once the DepEd operations in the affected areas have normalized.

To ensure speedy and orderly implementation of the transfer of graduating students' credentials, please strictly follow this step-by-step procedure, also illustrated in *Annex 1*:

Activity	Deadline	Office Responsible
1. Submit to the Regional Office Report of Transferred Learners from Yolanda-affected Areas enclosed herewith as <i>Annex 2</i> .	March 17, 2014	Receiving School
2. Consolidate reports and send to Central Office via email: <i>c/o Mr. Deogracias Genito, Jr.</i> <i>Central Office: OPS-RSD Database Management Unit</i> <i>Tel # 02-635-3958,02-635-3986,</i> <i>Email address: deogracias.genito@deped.gov.ph</i>	March 18, 2014	Regional Office

**Central Office shall not accept nor acknowledge any direct submissions from schools. Regional Offices MUST consolidate all reports from their respective schools.*



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3. Review the consolidated reports and forward list of transferees to concerned Division Office affected by Typhoon Yolanda	March 19, 2014	Central Office: Research and Statistics Division - Database Management Unit
4. Distribute list of transferees to originating schools	March 20, 2014	Division Office
5. If student's Form 137 is intact, prepare Form 137. If not, obtain a copy of the Form 18 from the District/Division to reconstruct the Form 137. If the Form 18 was also destroyed, prepare Form 137 with Basic Profile of Learner and provide necessary notation. School head has to sign in the Certificate of Transfer at the back of the form. Send this to the receiving school.	March 24, 2014	Originating School
6. Receive and send acknowledgement letter to originating school copy furnish Central Office	March 26, 2014	Receiving School

For originating schools, if a learner's records can no longer be recovered, prepare Form 137 with the learner's basic profile then write the notation, "Lost Record Due to Typhoon Yolanda" for each applicable SY and Grading Period/s. School heads shall sign in the Certificate of Transfer at the back of the Form 137.

For receiving schools, if the Form 137 received bears no rating for the first and second grading periods for school year 2013-2014, the final grade shall be determined by computing the average of the last two grading periods earned by the learner upon his/her transfer.

Regional and Division Offices must ensure that the following timelines be followed to ensure speedy transfer of records before the end of the school year. Another memorandum shall be issued for the transfer of credentials of non-graduating students before April 30, 2014.

For immediate dissemination and strict compliance. Thank you.


RIZALINO D. RIVERA
Undersecretary

Annex 1

PROCESS CHART FOR FACILITATING TRANSFEREE'S RECORD FROM TYPHOON YOLANDA'S AFFECTED AREAS (SUPPLEMENTAL GUIDELINES TO Deped Order 52, 2013)



