

Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

November 10, 2020

DIVISION MEMORANDUM

No. 262, s. 2020

REITERATION OF DEPED ORDER NO. 54, S. 2016 (GUIDELINES ON THE REQUEST AND TRANSFER OF LEARNER'S SCHOOL RECORDS) IN RELATION TO DEPED ORDER NO. 41, S. 2012 (REVISED GUIDELINES ON THE OPENING OF CLASSES)

To: Officer-in Charge, Office of the Assistant Schools Division Superintendent
 Chief Education Program Supervisors (CID & SGOD)
 Public Schools Districts Supervisors/DICs
 Public Secondary/Elementary School Heads
 All others concerned

The Schools Division Office hereby reminds all schools that the issuance/release of Form 137 (Permanent Record), Form 138 (Report Card), Diploma, Certificate of Good Moral Character, Certificate of Rating, and other school forms remains free pursuant to Section VI of DepEd Order No. 54, s. 2016 in relation to Section 2.h of DepEd Order No. 54, s. 2016, which states:

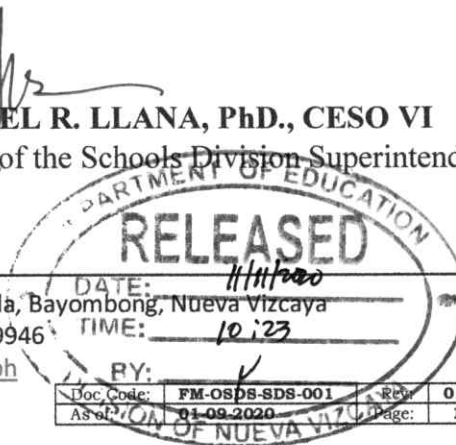
"VI. Other Provisions

In relation to the release and issuance of Form 138 and Form 137, this policy shall also reiterate the provision under DepEd Order No. 41, s. 2012 stating that "in no case shall non-payment of voluntary school contributions on membership fees be made a basis for non-admission, non-promotion, or non-issuance of clearance to a student by the school concerned."

The incurred cost of requesting, processing, and releasing of learner school records shall be charged against the SDO MOOE for transactions under B.2 or school funds, such as school MOOE, canteen funds, PTA, alumni funds, and other sources subject to the usual accounting and auditing rules and regulations."

For guidance and strict compliance.

RACHEL R. LLANA, PhD., CESO VI
 OIC, Office of the Schools Division Superintendent



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