

(Enclosure No. 3 to DepEd Order No. 67, s. 2011)

Attachment A

Guidelines for the Submission of Master List of Students/Learners

School Heads, DALSC and Mobile Teachers:

1. School heads shall submit their accomplished template to the Division Planning Officer using the School ID as the filename (e.g. "123456.xls"). The DALSC and mobile teachers shall submit their accomplished template to the Division ALS Supervisor using their personal name as the filename (e.g. "juandelacruz.xls"). The accomplished template must be submitted with a duly signed transmittal letter on or before October 15, 2011.

Division Planning Officer (DPO) and Division ALS Supervisor (DALSS):

1. The DPO shall organize the accomplished templates into elementary and secondary folders. In the elementary folder, schools shall be further grouped by school district. The DALSS shall organize their files into one ALS folder. All files shall be placed in a Compact Disc (CD) and sent to the Database Management Unit (DBMU), Research and Statistics Division, Office of Planning Service, copy furnished the Regional Office, on or before October 28, 2011. The complete mailing address of the DBMU is as follows:

Mr. Deogracias B. Genito, Jr.
Head, Database Management Unit
Ground Floor, Bonifacio Building
DepED Complex, Meralco Avenue
Pasig City

2. Requests for corrections in the master list shall be duly endorsed by the Schools Division Superintendent and submitted to the DBMU for appropriate action.