



Republic of the Philippines  
Department of Education-National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, Metro Manila



July 31, 2012

**Memorandum To:**

Division/District Supervisors  
Elementary/Secondary School Principals  
Officers In-Charge of School  
All concerned

All public schools are required to submit on or before August 3, 2012 the following:

- a.) July 31, 2012 Form 3 duly notarized by the Administrative Officer of this Office.
- b.) Fully accomplished Accommodation Report for July 31, 2012
- c.) Xerox copy of Form 1 of all grade and year levels

In anticipation of the EBEIS Orientation, please start accomplishing the SY 2012-2013 Government Elementary/Secondary School Profile Forms. The Start-Of-Year Template can be downloaded from the Division Office website: [www.depedqc.ph](http://www.depedqc.ph) with the filenames **Government Elementary School Profile** and **Government Secondary School Profile**.

For strict compliance.

A handwritten signature in black ink, appearing to read "Corazon C. Rubio".

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent