



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

27 April 2026

**DIVISION MEMORANDUM**

No. **288-2026**

**TERMS OF REFERENCE OF THE TECHNICAL WORKING GROUP OF THE  
ELECTRONIC SCHOOL FORMS**

To : Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the development of the electronic school forms 1, 2, 4, 9 and 10 namely: School Registry, Daily Learners' Attendance, Month Learners' Attendance, Student Reports Card and Student Permanent Record, the Schools Division Office identified personnel to become members of the Technical Working Group to develop electronic copies of these forms.

2. Below is the list of the TWG with their corresponding terms of reference (TOR)

| Name of TWG Member                | Terms of Reference  |
|-----------------------------------|---|
| Jimmy S. Santos, SEPS             | Provides guidance on the school forms, coordinates with teacher-developers, District Supervisors and School Heads |
| Mary Jane N. Malihod, ADM Focal   | Provides inputs on the schools forms relative to alternative delivery mode  |
| Rosanna D. Dizon, PSDS            | Ensures that School Forms are usable at the district-level  |
| Sharleen Kim Longi, Teacher GVNHS | Develops the school forms based on the guidelines set by existing DepEd Orders                                    |
| Joel Hinay, Master Teacher RiNHS  | Develops the school forms based on the guidelines set by existing DepEd Orders                                    |

3. Presentation of the initial output is on May 22, 2026 via zoom.

4. Immediate and wide dissemination of this Memorandum is required.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent