



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS NORTE**  
Laoag City


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**DIVISION MEMORANDUM**  
No. DM-CID-2020- 223

**TO :** PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS

**FROM :**  JOANN A. CORPUZ Ed.D, CESO VI  
Schools Division Superintendent

**SUBJECT :** Corrigendum and Addendum to Division Memorandum No. DM-CID-2020-222 Re: Division Online Checking of Promotional Forms

**DATE :** April 18, 2020

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Relative to Division Memorandum No. DM-CID-2020-222 Re: Division Online Checking of Promotional Forms, the following changes have been made:

1. Additional Instructions on Uploading of Files: Register Email Address  
Teachers/Advisers and Principals/School Heads must register first in the links below in order to upload forms/files (in jpg/pdf format) and participate in the checking of forms. These registered emails will be used by the Division Checking Committee (DCC) in setting access rights for uploading files and in inviting them to join in the platforms to be used.
  - For Central Zone: [bit.ly/central-zone](http://bit.ly/central-zone)
  - For East Zone: [bit.ly/east-zone](http://bit.ly/east-zone)
  - For North Zone: [bit.ly/north-zone](http://bit.ly/north-zone)
  - For South Zone: [bit.ly/south\\_zone](http://bit.ly/south_zone)
2. Update the Checking of Promotional Forms Monitoring Report  
After uploading files, principals/school heads/advisers must open the "Division Checking of Forms - Status Report" (open as Google Sheet) on the links below and encode the date when the files were uploaded on the cell under the "Date Uploaded" column in-line with their school's name.
  - For Central Zone: [bit.ly/sdoin-formchecking-centralzone-status](http://bit.ly/sdoin-formchecking-centralzone-status)
  - For East Zone: [bit.ly/sdoin-formchecking-eastzone-status](http://bit.ly/sdoin-formchecking-eastzone-status)
  - For North Zone: [bit.ly/sdoin-formchecking-northzone-status](http://bit.ly/sdoin-formchecking-northzone-status)
  - For South Zone: [bit.ly/sdoin-formchecking-southzone-status](http://bit.ly/sdoin-formchecking-southzone-status)The date shall be the basis of the PO/SEPS in opening the folder of the school for the validation of the forms. The validation date and status as filled-out by the PO/SEPS shall be the basis of the Secretariat/Members of the Checking Committee in setting the schedule of checking for the school.
3. After the checking of forms, the DCC will also reflect the date and status of the completed checking on the Monitoring Report.



*"Ragsak ken Rag-omi  
ti Napudno nga Agserbi"*

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Attached is the Updated Version of the Sample arrangement/sequence of folders, sub-folders and files of a school when uploaded for reference.

All other provisions stated in the said Division Memorandum will remain in effect.

Immediate and wide dissemination of this memorandum is desired.



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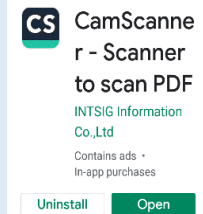
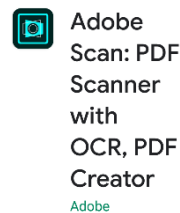


## UPDATED Version of the Sample arrangement / sequence of folders, sub-folders and files of a school when uploaded

- ▲ BacarraCES\_100002
  - ▲ Grade6
    - ▲ Grade6\_Eagle
      - ▲ BC
        - 🖼 B1\_Antonio\_P1.jpg
        - 🖼 G1\_Martinez\_P1.jpg
      - ▲ SF10
        - 🖼 B1\_Antonio\_P1.jpg
        - 🖼 G1\_Martinez\_P1.jpg
      - ▲ SF9
        - 🖼 B1\_Antonio\_P1.jpg
        - 🖼 G1\_Martinez\_P1.jpg
      - 🖼 SF1.jpg
      - 🖼 SF5.jpg
      - 🖼 SFCR1.jpg

### Note:

Download and install the CamScanner (CS) or Adobe Scan, or other scanner apps into your cellphone and use it to scan your forms into JPG or PDF Format.



- ▲ BacarraCES\_100002
  - ▲ Grade6
    - ▶ Grade6\_Eagle
    - ▲ Grade6\_Hawk
      - ▲ BC
        - 🖼 B1\_Andres\_P1.jpg
        - 🖼 B2\_Martin\_P1.jpg
        - 🖼 G1\_Alejandro\_P1.jpg
        - 🖼 G1\_Gonzales\_P1.jpg
      - ▲ SF10
        - 🖼 B1\_Andres\_P1.jpg
        - 🖼 B2\_Martin\_P1.jpg
        - 🖼 G1\_Alejandro\_P1.jpg
        - 🖼 G1\_Gonzales\_P1.jpg
      - ▲ SF9
        - 🖼 B1\_Andres\_P1.jpg
        - 🖼 B2\_Martin\_P1.jpg
        - 🖼 G1\_Alejandro\_P1.jpg
        - 🖼 G1\_Gonzales\_P1.jpg
      - 🖼 SF1.jpg
      - 🖼 SF5.jpg
      - 🖼 SFCR1.jpg

- ▲ BacarraCES\_100002
  - ▲ Grade6
    - ▶ Grade6\_Eagle
    - ▶ Grade6\_Hawk
    - ▲ Grade6\_Owl
      - ▲ BC
        - 📄 B1\_Badua\_P.1.pdf
        - 📄 G1\_Marcos\_P.1.pdf
      - ▲ SF10
        - 📄 B1\_Badua\_P.1.pdf
        - 📄 G1\_Marcos\_P.1.pdf
      - ▲ SF9
        - 📄 B1\_Badua\_P.1.pdf
        - 📄 G1\_Marcos\_P.1.pdf
      - 📄 SF1.pdf
      - 📄 SF5.pdf
      - 📄 SFCR1.pdf