DIVISION MEMORANDUM
No. 237, S. 2019

March 23, 2019

PHILIPPINE STATISTICS AUTHORITY (PSA) ORIENTATION ON BATCH REQUEST ENTRY SYSTEM or BREQs

TO: ASDS
CHIEFS, CID and SGOD
PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)
PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC JUNIOR/SHS SCHOOL HEADS

1. This has reference to the enclosed reply of Regional Director (RD) Ruben D. Abaro, Jr., OIC-RD of the PSA-ROXI, to our letter request for a Batch Request Entry System (BREQs) in our Division.

2. The PSA will be conducting an Orientation on the Importance and Requirements of Civil Registration for Designated School PSA Coordinators on Tuesday, March 26, 2019, 9:00 – 10:00 in the morning, at the Division Conference Hall. Coordinators shall be designated by the School Heads. In cases where the School Head is the Coordinator, the signatory of the Designation Order shall be the Administrative V - Admin, Mr. Francis Jude D. Alcomendras.

3. The BREQs activity (or the processing of applications) will follow after the orientation. Please be informed that only the applications from the schools and grade levels indicated below shall be accommodated. Applications from these schools shall be made through the School Designated-PSA Coordinators who will bring with them the following documents:

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>SCHOOLS</th>
<th>NO. OF STUDENTS</th>
<th>DOCUMENTS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 12</td>
<td>KAPATAGAN NATIONAL HS</td>
<td>1</td>
<td>1) Filled up Application Forms</td>
</tr>
<tr>
<td></td>
<td>SOONG NHS</td>
<td>4</td>
<td>2) Authorization Letter/s</td>
</tr>
<tr>
<td></td>
<td>GOMA NHS</td>
<td>1</td>
<td>3) Valid Gov't Issued IDs of the parents</td>
</tr>
<tr>
<td></td>
<td>KAPATAGAN NHS</td>
<td>44</td>
<td>4) Duly signed Designation Order of the School PSA Coordinator</td>
</tr>
<tr>
<td></td>
<td>APOLANDIA ES</td>
<td>33</td>
<td>5) Payment (P155.00 each)</td>
</tr>
<tr>
<td></td>
<td>ISAAC ABALAYAN ES</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

4. No parent shall be entertained in the venue. Schools not in the list above shall be advised to wait for their schedule which will be discussed during the orientation.

5. Meals and snacks shall be BYOB, while transportation expenses shall be charged to School MOOE funds.

6. For immediate and wide dissemination. Please be guided accordingly.

Winnie E. Batoon, Ed.D.
Officer-In-Charge
Office of the Schools Division Superintendent

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