



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

September 8, 2023

**DIVISION MEMORANDUM**

No. 187, s. 2023

**GATHERING OF RELEVANT INFORMATION AS PART OF THE MANDATE  
OF R.A. NO. 11032 (EASE OF DOING BUSINESS AND EFFICIENT  
GOVERNMENT SERVICE DELIVERY ACT OF 2018)**

**To:** Assistant Schools Division Superintendent  
Functional Area Heads and Schools Division Office Personnel  
Public Schools District Supervisors (PSDSs) and OIC-PSDSs  
Elementary and Secondary School Administrators  
Elementary and Secondary Teaching and Non-Teaching Personnel  
All Others Concerned

1. Part of the initiative of the Department of Education is keeping up with the mandate of Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018).
2. One way of carrying it out is to streamline and automate tasks to lessen processing time and maintain information that is accurate and updated.
3. Relative to this process, we are requesting that you download the google sheet, encode the needed information and submit the file to the google form. The links are stated below:
  - a. GOOGLE SHEETS: <https://tinyurl.com/SorsogonProvince>  
(download the google sheet in the link provided above)
  - b. GOOGLE FORM: <https://tinyurl.com/SorProvGForm>  
(after encoding the needed information, submit it to this link)



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
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4. Rest assured that this Office shall ensure that the collection, storage, transmittal and distribution as well as disposal of personal and sensitive information are in accordance with the provisions of R.A. No. 10173 (Data Privacy Act), and its Implementing Rules and Regulations and other issuances of the National Privacy Commission (NPC).
5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**WILLIAM E. GANDO, CESO VI**  
**Schools Division Superintendent**



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