



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

NO. 116, s. 2025

SUBMISSION OF MONTHLY REPORT ON THE ACTUAL NUMBER OF PUPILS/STUDENTS AT RISK OF DROPPING OUT (PARDO/SARDO) DATA

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

1. In line with DepEd Order No. 74, s. 2010, titled “*Guidelines on Mainstreaming the Dropout Reduction Program (DORP) in the Public Secondary Schools*” and as discussed during the meeting on No Longer Participating in Activities (NLPA) data on March 5, 2025 at 2:00 PM at the SDO Mini Conference Hall, a monitoring system must be established to track the actual number of Pupils/Students at Risk of Dropping Out (PARDO/SARDO) in public schools.

2. In this regard, the School Heads are required to submit reports containing the number of days of prolonged absences, causes of absenteeism, actions or interventions taken, results, and next step to minimize NLPA cases starting February 2025.

3. The report template (Enclosures 1 and 2) can be downloaded and submitted through the link: <https://tinyurl.com/PARDO-SARDO-REPORT>.

4. Submission of the soft copy of the accomplished **Enclosure 2 – School Consolidated report** will be every 5th day of the following month (e.g. for March 2025 is due on or before April 5, 2025).

5. For February 2025 report must be submitted by **March 12, 2025**.

6. School Heads shall assign a DORP Focal Person to handle and consolidate the reports to ensure accurate and timely submission.

7. For information, guidance, and strict compliance.



Vilma D. Eda
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Schools Division Superintendent

gpc/PARDO-SARDO 2024-2025



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