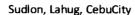


Department of Education Region VII, Central Visavas

DIVISION OF CEBUPROVINCE





Division Memorandum

No 199 . s. 2017

CHECKING AND SUBMISSION OF GRADE SIX PUPILS CREDENTIALS AS CANDIDATES FOR GRADUATION IN THE ELEMENTARY **LEVEL SCHOOL YEAR 2016-2017**

Assistant Superintendents To: **Education Supervisors/Coordinators** District Supervisors/OICs **Elementary School Heads**

- 1. In line with DepEd Order No. 8, s. 2017, entitled "School Year (SY) 2016-2017 End of School Year Rites", this Office mandated all District Supervisors and elementary school heads to conduct the checking of grade six pupils' credentials who are candidates for graduation in the elementary level, this school year 2016-2017.
- 2. The checking will be on the following manner:

School Level Checking Committee

Composition: Chairman

- School Head

Vice Chairman - Teacher Designate Guidance Counselor

Members

- Master Teacher, Teacher 1, Teacher 2 (for small schools it is the discretion of

of the school head to decide as to

composition)

District Level Checking Committee

Composition: Chairman

- District Supervisors

Vice Chairman - District Guidance Coordinator/Teacher

DesignateDistrict Guidance Coordinator

Members

- All School Heads

- The school head/principal will convene the members of the School Checking Committee to conduct the school checking in school as long as all documents are already ready within the expected time.
- Documents to be checked are Form 137-A, School Report Card (Form 138) and the School Form 1 (School Register), Form 5, Elementary Certificate (Diploma) and NSO - Birth Certificate.

- 5. After school checking, the District Supervisor will convene the District Checking Committee to conduct the district level checking of the said school forms.
- 6. No closing/graduation ceremony shall be held unless all of the above stated credentials are checked in school and district and the summary report being submitted to the Division Office c/o Education Program Supervisor Jane O. Gurrea. (Consolidated District Summary Report Template is hereto attached as Enclosure 1).
- 7. Immediate and wide dissemination of this Memorandum is directed.

RHEA MAR A ANGTUD, Ed.D, CESO VI Schools Division Superintendent

Accounting Section:

Disbursing Section: Admin/Legal:

(032) 255-6405

(032) 414-7457

(032) 254-2632

(032) 255-4401

(032) 253-7847

Website: www.depedcebuprovince.com E-mail Add: depedcebuprovince@yahoo.com

CONSOLIDATED DISTRICT SUMMARY REPORT ON CHECKING OF THE GRADE VI PUPILS CREDENTIALS AS CANDIDATES FOR GRADUATION IN THE ELEMENTARY LEVEL SY 2016-2017

School	Enrolment (Based on SF1)	Total No. of Grade VI Pupils As Eligible Candidates For Graduation		Remarks
		No.	Percentage	
Over-All Total				
	District		or/OICs/Caretakers	
		Verified	by: Division F	
			Division E	Popropostativo

RHEA MAR A. ANGTUD, Ed.D., CESO VI Schools Division Superintendent

Jry