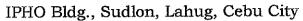


Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE





January 15, 2018

DIVISION MEMORANDUM No. <u>04/</u>, s. 2018

ANNOUNCING THE SCHEDULE OF CHECKING OF FORM 9 FOR SENIOR HIGH SCHOOL (SHS) CANDIDATES FOR GRADUATION AND THE REQUIRED SUPPORTING DOCUMENTS

TO: Assistant Superintendents

Chief Education Program Supervisors

Education Program Supervisors/Coordinators

District Supervisors/OICs/SEPS/EPS II

Public and Private Secondary School Principals

1. This Office announces the schedule of division checking of Form 9 for the Senior High School (SHS) candidates of graduation on the following schedules and venue, to wit:

No.	Area	Schedule	Venue
1	Northeast Area (Public)	February 5, 2018	Ecotech Center, Cebu City
2	Northwest Area (Public)	February 6, 2018	Ecotech Center, Cebu City
3	Southeast Area (Public)	February 7, 2018	Ecotech Center, Cebu City
4	Southwest Area (Public)	February 8, 2018	Ecotech Center, Cebu City
5	All Private Schools (SHS)	February 9, 2018	Ecotech Center, Cebu City

2. All SHS Form 9 and supporting documents shall be pre-checked in the district level by a committee composed of the following:

Chairman

District Supervisor

Members

Public Secondary School Principal

SHS Registrar or Guidance Counselor

The Division Checking and Review Committee will be composed of All Division Supervisors and selected members of the Senior High School (SHS) Technical Working Group

3. The District SHS Checking Committee shall ensure that all Form 9 and supporting documents are properly checked before the conduct of the Division Checking. No SHS Form 9 will be accepted for review in the division level without certification and proper endorsement from the District Checking Committee. All corrections made by the District Checking Committee must be incorporated first in the final copy before it will be submitted for review and approval of the Division Panel.



- The following documents shall be checked by the District Checking Committee, 4. to wit:
 - a. Certification and endorsement from the District Checking Committee;
 - b. Authority to Open and Offer Track, Strand and Specialization
 - c. Senior High School (SHS) Form 9 (Original Copy);
 - d. School Form 1, School Form 2, School Form 4, School Form 5A, School Form 5B, School Form 6, School Form 7, School Form 10 (Form 137A);
 - e. Print-out of the eTool Program (including School Program, Class Program, Teacher's Load)
 - Work Immersion Package (Approved MOA, List of SHS Students per Immersion Partner, List of Tasks/Activities completely signed by all parties, Immersion Schedule, Work Immersion Monitoring and Evaluation Tool);
 - g. Authority to Overload/Cross Enroll/Take Summer Classes (if applicable);
 - h. NSO Certificate
- In addition to the above requirements, private schools shall attach the following 5. documents, to wit:
 - a. Prescribed Cover Application Letter
 - b. Government Provisionary Permit to Operate SHS
 - c. Accomplished Special Order for Graduation
 - d. List of Names of All Student-Recipients of Diplomas

All attachments for private schools shall be duly authenticated and certified by the school's authorized officer.

- District checking schedule and venue shall be agreed upon and announced by the District Checking Committee.
- For purposes of discussing further the mechanics of the SHS Form 9 Checking, a Division Conference of all District Supervisors, Private and Public Secondary School Heads and Registrars/Guidance Counsellors will be conducted on January 22, 2018 from 8:00 o'clock in the morning at Ecotech Pavilion, Lahug, Cebu City. A registration fee of P 500. 00 shall be collected to defray expenses for two (2) snacks, one (1) lunch and venue rental, chargeable against local MOOE funds and private school funds for the private schools.
- Travelling, board and lodging of the Division Checkers, venue rental and other incidental expenses are chargeable against Division MOOE funds, while travelling, per diem and other expenses of the school representatives shall be chargeable against local/school MOOE funds, subject to the usual accounting and auditing rules and regulations.
- This Memorandum shall serve as Travel Authority of all who will be involved in 9. the checking of the Senior High School Form 9.
- 10. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

ANGTUD, Ed.D., CESO, VI Schools Division Superintendent 🖟

Disbursing Section:

(032) 255-4401



Republic of the Philippines

Department of Education Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

IPHO Bldg., Sudlon, Lahug, Cebu City



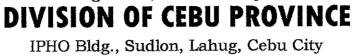
DIVISION CHECKING AND REVIEW COMMITTEE

SHS Technical Working Group (TWG)
ARLENE D. BUOT
MARIVIC M. YBALLE
CANDIDA C. PURGATORIO
MELVELLE DELA PENA
ELISA M. ESCUTIN
CHONA B. JUMAO-AS
REYNALDO DELA RAMA
EMILIA S. IBONES
CHANEY GULFAN
MARYLUZ T. ALISER
MA. SOCORRO N. RELACION
ng Officers
Dr. Novie O. Mangubat, SGOD Chief EPS
taff
na Miranda
O. Blanco
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Republic of the Philippines Department of Education Region VII, Central Visayas





CERTIFICATION

This is to certify t School (SHS) Form 9 documents of and are found to be true,	has checked	l, verified	and	vali	dated	l all support	igh ing
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o. Financial-Related c.1. Child labor, work

E. Others (Specify)
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b. Transferred to School Abroad
a; Yransferred to International School
d. Transferred to ALS

Attested By:

Signature of School Head over Printed Hame

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Prepared and Submitted By:

Signature of School Head over Printed Name

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School Name

Semester
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School ID

School Year

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District	Division Region	
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No.	LRX	LEARNER'S NAME (Lest Name, First Name, Name Extension, Middle Name)	BACK SUBJECT/S List down subjects where learner obtained a rating below 75%)	END OF SEMESTER STATUS (Complete/Incomplete)	END OF SCHOOL YEAR STATUS (Regular/Inegolar)
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SUMMARY TABLE 2ND SEM										
STATUS	MALE	FEMALE	TOTAL							
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TOTAL	1									

SUHMARY	TABLE (End of t	he School Year	Only)
STATUS	MALE	FEMALE	TOTAL
REGULAR			
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TOTAL			

No.	LRN	LEARNER'S NAME (Last Name, First Name, Name Extension, Middle Name)	BACK SUBJECT/S List down subjects where learner obtained a rating below 75%)	END OF SEMESTER STATUS (Complete) Incomplete)	END OF SCHOOL YEAR STATUS (Fegular) (regular)	
		4.				Propared By:
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						Signature of Class Adviser over Printed Name
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						Section 1 and that (I mad the)
						Fundamed By:
\vdash						Signature of Division Representative over Phinted Name

GUIDELINES:

This form shall be accomplished after each semester in a school year, leaving the End of School Year Status Column and Summary Table for End of School Year Status blankfuntified at the end of the 1st Semester. These date elements shall be filled up only efter the 2nd semester or at the end of the School Year.

End of Semester Status

Complete - number of learners who completed/satisfied the requirements in all subject exeas (with grade of at least 75%)

tocomplete - number of learners who did not meet expectations in one or more subject areas, regerdless of number of subjects taited (with grade less than 75%)
Note: Do not include learners who are No Longer in School (NLS)

End of School Year Status

Regular - number of learners who completed/satisfied requirements in all subject areas both in the 1st and 2nd semester

imegular - number of learners who were not able to satisfy/complete requirements in one or both semesters

	The Colon		Sc	:hool Form 5B List o	of Learners wit	th Complet	te SHS Requireme	nts (SF5B-SHS)			De	hED
130		School Name	· · ·	Scho	oi ID	Distric			Division		Region	BO 210-2170
1000		Semester		School	Year	Section			_			
	Tr	ack and Strand			Course/s	only for TVL						
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GUIDELINES:

- This form should be accomplished by the Class Adviser at End of School Year.
 It should be compiled and checked by the School Head and passed to the Division Office before graduation.

Reviewed By:
Ségnature of Class Adviser over Printed Name
Certified Correct & Submitted By:
Signature of School Head over Printed Name
Reviewed By:
Signature of Division Representative over Printed Name

Charles Sales

School Name Semester	L		1]	School ID School Year			District	<u> </u>			Division				Region			
				END OF SEMESTER STATUS							END OF SCHOOL YEAR (Fill up only at the end of the second semester.)								
GRADE LEVEL	COMPLETE			INCOMPLETE				TOTAL			REGULAR			IRREGULAR			TOTAL		
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Prepared and Submitted By:	Nantum of 6	Crhani Haad	mine Dinlor	Nama	Reviewed	& Validated		onative of Di	ukion Reno	sentative ov	e Printed Na		Noted By:		n of Division	Sunciatend	ent over Print	ed Name	

School Form 6 Summarized Report of Learner Status as of End of Semester and School Year for Senior High School (SF6-SHS)

GUIDELINES:

- 1. After receiving and validating the report on Status of Learners submitted by the Class Adviser, the School Head shall compute the grade level total per track/strand/course and school total.

 2. This report shall be forwarded to the Division Office by the end of the semester.

 3. Column for End of School Year shall be accomplished at the end of SY or every after the 2nd semester.

- 4. Protocols of validation & submission are under the discretion of the Schools Division Superintendent.

8		Sc	chool F	orm 7 Sch	ool Perso	nnel Basic	e Profile an	d Assign	ment for Senior I	ligh So	chool	(SF7-S	SHS)		£)ebEL
	School Name				School ID	<u> </u>	District			7	Division				Region	
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	appears in the appointment document/PSIPOP)		Incumbent		(as it appears in the appointment document/PSIPOP)		Number of incumbent		ars in the contract/document: rk, Security Guard, Driver etc.			itule, r, Others city)	(SEF,	PTA, NGO's etc.)	Teaching	Non-Teaching
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Employee No. (or Fax Identification Number - T.LN.)	Name of School Personnel (Arrange by Position, Descending)	Sex	Fund Source	Position/ Designation	Employment Status (Regular/ Probationary/ Part Time)	Degree/ Posigraduate	Majori Specialization/ Specialized Training Attended	Minor	Subjects Taught, Advisory Class & Other Ancillary Assignments	Grade and Sections (Enumerate sections sections (Excph)	DAY (M/T/W/ T(H/F)	From (00:00)	To (00:00)	Total Actual Teaching Micutes per Week	For IP - Etinicit For additional is please indicate t teaching minute	ty) pads from JHS- the number of
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GUIDELINES:

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 1. This form shall be accomplished at the beginning of each semester by the School Head and is submitted to the Division Office, in case of movement of teachors and other personnel during the semester, an updated SHSF-7 must be submitted to the Division Office at the end of the semester.

 2. All school personnel, regardless of position/nature of appointment should be included in this form and should be listed from the highest rank to the lowest.

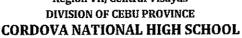
 3. Please reflect subjects being taught including advisory class or ancitary assignment (if any). Other administrative duties must also be reported.

4. Daily Program Column is for	teaching personnel only
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Sig	nature of School Head over Printed Name	
Updated as of:	<u> </u>	_



DEPARTMENT OF EDUCATION Region VII, Central Visayas DIVISION OF CEBU PROVINCE





Day-as, Cordova, Cebu SENIOR HIGH SCHOOL (SHS) STUDENT'S EVALUATION SHEET (FORM 9)

Name: Place of Bir				- Dat	a of Dirth.		Month:	Day:		Sex:	
	th: Province	- :		- <i>Dut</i>	_ Town:			Barrio:			
Parent/Gue					-		00	ccupation:			
-	Parent/Guardian:						•				
	School Completed:						School Yea	r: General Ave	arana.		•
	Elementary School: School Completed (School):				- -		School Yea		nuye.		
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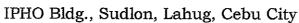
Reviewed by the Division Checking and Review Committee



Republic of the Philippines

Department of Education
Region VII, Central Visayas

DIVISION OF CEBU PROVINCE





CERTIFICATION

This is to certify that the Dis School (SHS) Form 9 has checked documents of and are found to be true, authentic a	strict Checking Committee for Senior High ed, verified and validated all supporting of
4	January 2018 in the municipality of
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	DS – Chairman
Member	Member
	AND REVIEW COMMITTEE
OK as to Authority to Open and Ok as to Compliance of the Sub Ok as to Immersion Requiremer Ok as to Other Supporting Docu Ok as to Permit to Operate	
Reviewed by: Clus	ster Chairman
Member	Member

Note: This certification shall be printed at the back of the form 9 of every student.



REPUBLIC OF THE PHILIPPINES DEPARTMENT OF EDUCATION



SENIOR HIGH SCHOOL STUDENT PERMANENT RECORD

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Upon graduation, the school from (1) certified true copy for the Div	n which the student graduated should keep the original form and produce one ision Office.				
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Date Issued (MM/DD/YYYY):

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Please check the subjects passed by the student
CORE SUBJECTS Oral Communication Reading and Writing Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik 21st Century Literature from the Philippines and the World Contemporary Philippine Arts from the Regions General Mathematics
Statistics and Probability Earth and Life Science* Physical Science* Personal Development/Pansariling Kauniaran Understanding Culture, Society and Politics
Introduction to the Philosophy of the Human Person/Pambungad sa Pilosopiya ng Tao Physical Education and Health (spread out in 4 semesters) **STEM students will take those instead: Earth Science
Disaster Readiness and Risk Reduction Subject substitutions, if any: cat
APPLIED SUBJECTS English for Academic and Professional Purposes Practical Research 1 Practical Research 2 Filipino sa Piling Larang Empowerment Technologies Entrepreneurship
SPECIALIZED SUBJECTS Track/Strand: STEM
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OTHER SUBJECTS (Please write the list of subjects below)