



Republic of the Philippines
Department of Education
REGION VII-CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

Office of the Schools Division Superintendent

May 12, 2022

DIVISION MEMORANDUM

No. 123, s. 2022

**RESUMPTION OF IMPLEMENTATION OF THE POLICY ON CHECKING
OF SCHOOL FORMS AS PRESCRIBED IN DEPED ORDER NO.11
S.2018 (GUIDELINES ON THE PREPARATION AND
CHECKING OF SCHOOL FORMS**

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Public Schools District Supervisors
Public Elementary And Secondary School Heads
Heads, Private Elementary and Secondary School Heads
All Others Concerned

1. Attached herewith is DepEd Memorandum No. 037, s. 2022 entitled **"Resumption Of Implementation Of The Policy On Checking Of School Forms As Prescribed In DepEd Order No. 11, s. 2018 (Guidelines On The Preparation And Checking Of School Forms"**.

2. In line with this, the field is hereby informed the checking of school forms and certificates of exiting grade levels namely;

Kindergarten	Grade 6
- birth certificate (NSO/PSA)	- SF1
- SF 1	- SF 10
- Progress Report	- SF 5
- Kindergarten Completion Certificate	- SF 9 (School Report Card)
- SF5K	- Elementary Completion Certificate
	- NSO.PSA (birth certificate)
Junior High (Grade 10)	Senior High (Grade 12)
- SF 1	- SF1
- SF 10- JHS	- SF5A
- Junior High Student's Evaluation Form (hereto attached)	- SF5B
- SF 9 (School Report Card)	- SF9 (School Report Card)
- NSO/PSA (birth certificate)	- NSO/PSA (birth certificate)
	- SF10 -SHS
	- Diploma

3. **The Division Field Technical Assistance Teams (DFTAT- Division Memorandum No. 085 s. 2022) will compose the Division Checking Committee (DCC) (which is hereto attached) to handle the checking of the above stated school forms and certificates.**

4. The checking will be in each respective **District Offices** as the **venue** and **will start on June 1, 2022 and will end on June 30, 2022.** There will be adjustments in terms of school forms to be prioritized in checking, considering that Quarter 4 will end on June 24, 2022 (DO No. 029, s. 2021). **Diplomas and Certificates of Completion will be dealt with, based on results of the evaluation of the learners academic performance** as requirement of eligibility for promotion and admission to the next grade level.

5. For private schools, the validation/evaluation of documents of their application for issuance of Special Orders to graduating Grade 12 students shall be handled by the Division Private School Focal Person - Dr. Norman O. Blanco of the SGOD, other SF Forms and certificates will be included and be taken care of by the DCC assigned in the area.

6. The Division Checking Committee (DCC) shall observe paragraph 4 of DepEd Order No. 037 s. 2022 during the checking and SFCR2 shall be included in the Accomplishment Report and be submitted after the activity.

7. All Public Schools District Supervisors/ District OICs/Coordinators, Education Program Supervisors and SGOD Personnel of Sub-Offices are directed to render or extend technical assistance to school heads and teachers in the preparation and accomplishing the required school forms and certificates in a manner as stated in DepEd Order No.037 s. 2022 and in reference to DepEd Order No. 011 s, 2018. Likewise, to facilitate the smooth conduct of the checking activity.

8. Travel and other incidental expenses to all personnel involved in this activity shall be chargeable to **Local School MOOE or Division Fund** subject to their availability and the usual COA accounting and auditing rules and regulations.

9. This Memorandum will serve as Authority to Travel to all Division Personnel who be involved in this activity.

10. Immediate and wide dissemination of and compliance with this memorandum is directed.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



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COMPOSITION OF THE DIVISION CHECKING COMMITTEE (DCC) - JUNE 1 - 30, 2022

Team	Names of Division Personnel		Assigned Districts	Team	Names of Division Personnel		Assigned Districts
1	Pamela Rodemio	All PSDSs of the concerned districts	Minglanilla I	8	Rosemary Oliverio	All PSDSs of the concerned districts	Tuburan I
	Ester Roldan		Minglanilla II		Tuburan II		
			San Fernando I		Tabuelan		
			San Fernando II		San Remegio I		
			Sibonga		San Remegio II		
2	Juvimar Montolo	All PSDSs of the concerned districts	Argao I	9	Raul Jumao-as	All PSDSs of the concerned districts	Santa Fe
	Norman Blanco		Argao II		Bantayan I		
			Dalaguete I		Bantayan II		
			Dalaguete II		Madridejos		
			Alcoy		Medellin		
3	Ma. Chona Redoble	All PSDSs of the concerned districts	Boljoon	10	Roderick Goles	All PSDSs of the concerned districts	Daanbantayan I
	Glynn Deabinico		Oslob		Daanbantayan II		
			Santander		Tabogon		
			Samboan		Borbon		
			GINatilan		Sogod		
4	Luis Arloja	All PSDSs of the concerned districts	Malabuyoc	11	Jane Gurrea	All PSDSs of the concerned districts	Catmon
	Louie Monteroso		Alegria		Carmen		
			Badian		Compostela		
			Moalboal		Liloan		
			Alcantara		Consolacion I		
5	Jose Gary Napoles	All PSDSs of the concerned districts	Ronda	12	Arceli Cabahug	All PSDSs of the concerned districts	Consolacion II
	Gerardo Mantos		Dumanjug I		Cordova		
			Dumanjug II		San Francisco		
			Barili I		Poron		
			Barili II		Tudela		
6	Isaiash Wagas	All PSDSs of the concerned districts	Aloguinsan	13	Maria Elena Paras	All PSDSs of the concerned districts	Pilar
	Mark Alquzola		Pinamungajan I				
			Pinamungajan II				
			Balamban I				
			Balamban II				
7	Nenita Jaralve	All PSDSs of the concerned districts	Asturias North	14	Maria Socorro Relacion		
	Agustina Albiso		Asturias South				
	CFTATs 1-7 -Dr. Mary Ann P. Flores (Supervising Chief)				CFTATs 8-14 -Dr. Victor A. Ybanez (Supervising Chief)		

Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
JUNIOR HIGH STUDENT'S EVALUATION FORM
(GRADE 10 COMPLETER)

Name: _____ Date of Birth: Year _____ Month _____ Day _____ Sex _____

Place of Birth: Province _____ Town _____ Barrio _____

Parent or Guardian: _____ Occupation _____

Address of Guardian: _____

Intermediate Course Completed (School): _____ Year _____

Address of Elementary School: _____ Gen. Average _____

Total Number of Years in School of Complete Elementary Course: _____

Learners Reference Number (LRN) _____

Grade Level: 7 School Year: _____

School: _____

Address: _____

SUBJECTS	AVERAGE	ACTION TAKEN
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao (EsP)		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Arts		
PE		
Health		

Total Days of School: _____

Total Days Present: _____

Total Number of Years in School to Date: _____

Grade Level: 9 School Year: _____

School: _____

Address: _____

SUBJECTS	AVERAGE	ACTION TAKEN
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao (EsP)		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Arts		
PE		
Health		

Total Days of School: _____

Total Days Present: _____

Total Number of Years in School to Date: _____

SUMMARY OF SUBJECTS TAKEN

SUBJECTS	REMARKS	
	COMPLETE	INCOMPLETE
	GRADE 7-10 (✓)	GRADE LEVEL/ SUBJECT (X)
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao (EsP)		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Arts		
PE		
Health		

Grade Level: 8 School Year: _____

School: _____

Address: _____

SUBJECTS	AVERAGE	ACTION TAKEN
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao (EsP)		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Arts		
PE		
Health		

Total Days of School: _____

Total Days Present: _____

Total Number of Years in School to Date: _____

Grade Level: 10 School Year: _____

School: _____

Address: _____

SUBJECTS	3rd Grading	4th Grading	ACTION TAKEN
Filipino			
English			
Mathematics			
Science			
Araling Panlipunan (AP)			
Edukasyon sa Pagpapakatao (EsP)			
Technology and Livelihood Education (TLE)			
MAPEH			
Music			
Arts			
PE			
Health			

Total Days of School: _____

Total Days Present: _____

Total Number of Years in School to Date: _____

I hereby certify that this is a true record of

(Name Of Student)

This certifies further that he/she completed
the academic requirements of Junior High School and eligible for admission to
Senior High School.

Date of Checking

Checked against Form 137-A

Principal (Signature)

(Signature) Division Representative (DFTAT)

CONSOLIDATED DISTRICT SCHOOL FORMS CHECKING REPORT

DISTRICT NAME: _____ PSDS: _____ DIVISION: _____

Table 1. Learner Records Examined/Reviewed[illegible]

Table 2. Learner Records with Inconsistency/ies or Error

School Name	School ID	Name of School Head	No. of Records per Nature of Error*			DCC Observation/Comment or Technical Assistance Provided
			With Incomplete Supporting Documents	With Inconsistency/ Error	Total	

***Do not include Temporarily Enrolled Learners as defined in Deped Order No. 3, s. 2018**

****%Accuracy refers to the percentage of correct/consistent records over total records examined or reviewed**



Republic of the Philippines
Department of Education

22 APR 2022

DepEd MEMORANDUM
No. **037**, s. 2022

RESUMPTION OF IMPLEMENTATION OF THE POLICY ON CHECKING OF SCHOOL FORMS AS PRESCRIBED IN DEPED ORDER NO. 11, S. 2018 (GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In support to the implementation of Basic Education-Learning Continuity Plan (BE-LCP), the Department of Education (DepEd) issued the Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year (SY) 2020-2021 through DepEd Memorandum (DM) No. 014, s. 2021. The interim guidelines introduced the customized set of school forms that gather information relevant to the delivery of distance learning through various modalities at the school level. These interim guidelines suspended the conduct of physical checking of school forms and only allowed the virtual/online checking instead at the school level by the School Checking Committee (SCC) as a measure to protect the health and wellness of school personnel against COVID-19.
2. As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Department is resuming the onsite conduct of the annual checking of school forms for SY 2021-2022 with the participation of the Division Checking Committee (DCC). This is in pursuance to DepEd Order (DO) No. 11, s. 2018 titled Guidelines on the Preparation and Checking of School Forms particularly, Section V., Paragraph A1, B2, and C2.
3. Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools and offices, the checking committees shall perform the physical checking of school forms with the presence of the class adviser and examine the document vis-à-vis the Learner Information System (LIS) data as appropriate. Below are the allowed activities during checking depending on IATF assessment of alert levels.

Alert Level 1	Alert Level 2	Alert Level 3 and above
Onsite physical checking of school forms of SCC and DCC as prescribed in DO 11, s. 2018	Combination of onsite and online checking of school forms depending on the gravity of COVID-19 situation in the locality. DCC is required to	Online checking of school forms of SCC. DCC is not required to participate as stipulated in DM 014, s. 2021

	participate as prescribed in DO 11, s. 2018	
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4. At the end of the checking activity, the DCC shall ensure that the School Forms Checking Reports (SFCR1 and SFCR 2) are properly prepared and submitted to the Office of the Schools Division Superintendent as per DO 11, s. 2018, Section V., Paragraph C.2.

- a. The DCC is also instructed to include in their activity report the observed implementation of the following recently issued policies related to school report preparations and LIS updating:

Focus of Validation	Policy References
i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected)	<ul style="list-style-type: none"> • DO 020, s. 2018 - Amendment to DepEd Order No. 47, s. 2016 • DO 47, s. 2016 - Omnibus Policy on Kindergarten Education • DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency due to COVID-19
ii. Proper Preparation of SF10 such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SF10 with available grading boxes for continuous updating (except Grades 6 and 10 completers)	<ul style="list-style-type: none"> • DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records • DO 4, s. 2014 - Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2012-2014
iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available)	<ul style="list-style-type: none"> • DO 54, s. 2016 - Guidelines on the Transfer of Learners' School Records • DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records
Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school.	<ul style="list-style-type: none"> • DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency Due to COVID-19

- b. Compliance Monitoring Report shall indicate the following information using the suggested format below.

Area of Validation	Observed Implementation	Recommendation/ Remark
(Sample data) Kinder Age Cut-off	(Sample data) Strictly observed in most schools	(Sample data) Need to extend continuous Technical Assistance

5. All applicable provisions on DM 014, s. 2021 titled **Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021** are extended for SY 2022-2023 with consideration to Paragraph 2.b. Checking of School Forms as elaborated in Paragraph 3 of this policy.

6. For any clarifications or inquiries, please contact the **Planning Service**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.od@deped.gov.ph or at telephone number (02) 8687-2744.

7. Immediate dissemination of this Memorandum is desired.




LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 032, s. 2021; 020 and 11, s. 2018; 58, s. 2017; 54 and 47, s. 2016 and 4, s. 2014)
DepEd Memorandum (No. 014, s. 2021)

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION
DATA
FORMS
LEARNERS
REPORTS
SCHOOLS

