



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

June 1, 2022

DIVISION MEMORANDUM

No. 142, s. 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 123- S. 2022 RE:
RESUMPTION OF IMPLEMENTATION OF THE POLICY ON
CHECKING OF SCHOOL FORMS AS PRESCRIBED
IN DEPED ORDER NO.11S.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. The field is hereby informed of the changes/corrections as updates relative to the checking of school forms, to wit;

- A. Specific Dates on Checking of School Forms
- June 1- 3, 2022 – School Level Checking
 - June 6-10, 2022- District Level Checking
 - June 13- 20, 2022- Division Level

B. School Forms like SF9 (School Report Card), SF10 (formerly Form 137) will be upgraded either manually or electronically (computerized).

- C. Student's Evaluation Forms
- Junior High Student's Evaluation Form
 - *total days of school, total days present, total no. of years to date) – to determine the completion of Grade Level either Basic or Revised Curriculum (if no data found –N/A – Not Applicable)
 - *remarks on Action Taken in each subject area is Passed

D. Date for Year Ending - June 24, 2022

- E. Date Of Issuance of Moving-Up Certificates/Diplomas
- the date of the holding of Moving - Up/Graduation Rites

2. Public Schools District Supervisors and school heads are advised to access the link below for the Moving Up Certificate and Diploma Template;

[http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma Elementary.docx](http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma_Elementary.docx)

[http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma kindergarten.docx](http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma_kinderergarten.docx)

[http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma JHS.docx](http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma_JHS.docx)

[http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma HS.docx](http://www.cebuprovince.deped.gov.ph/Downloads/forms/diploma_HS.docx)

www.cebuprovince.deped.gov.ph

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


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: 032-2556405

Email Address: cebu.province@deped.gov.ph ; depedcebuprovince@yahoo.com

Website: www.depedcebuprovince.com