

Department of Education

REGION VII-CENTRAL VISAYAS

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

Office of the Schools Division Superintendent

May 11, 2023

DIVISION MEMORANDUM No. 137, s. 2023

DIVISION CHECKING AND VALIDATION OF SCHOOL FORMS AND OTHER PERTINENT DOCUMENTS OF KINDERGARTEN, GRADE 6 AND GRADE 10 LEARNERS FOR MOVING UP TO THE NEXT HIGHER GRADE LEVEL

To: Assistant Schools Division Superintendents

Chief, CID and SGOD

Public Schools District Supervisors

Public Elementary And Secondary School Heads

Heads, Private Elementary and Secondary Schools

- 1. This Office announces the Division Checking And Validation Of School Forms And Other Pertinent Documents Of Grade 6 and Grade 10 Learners To Qualify For Moving Up To The Next Higher Grade Level at each respective District Offices on May 16 19, 23-26, and 29 31, 2023 (DepEd Order No. 11, s. 2018 re: Guidelines On The Preparation And Checking Of School Forms").
- 2. The Division Field Technical Assistance Teams (DFTAT) will conduct the said checking and validation of the school forms and other pertinent documents of the Grade 6 and 10 learners of the schools in its respective assigned district (Division Memorandum No.116, s. 2023 re: Re-Organization of the Division Field Technical Assistance Teams).

3. The school forms and other pertinent documents to be checked and validated are as follows;

Kindergarten	Grade 6
- Birth Certificate (NSO/PSA)	- Birth Certificate (NSO-PSA)
- SF 1	- SF 1
- Progress Report Card(with the entry	- SF 10 (formerly Form 137)
of 1st up to 3rd quarter)	(with the entry of 1st up to 3rd
	quarter)
- SF5K	- SF 5 (Report on Promotions
- Kindergarten Completion Certificate	- SF 9 (School Report Card)
- Class Record/ Grade Sheet	- Class Record/Grade Sheet
-Duly Accomplished Homeroom	- Elementary Completion Certificate/
Guidance Learner's Development	Moving Up Certificate
Assessment Tool	

	-Duly Accomplished Homeroom				
	Guidance Learner's Development				
	Assessment Tool to be attached to SF				
	9 (School Report Card) and SF 10				
Junior High (Grade 10)					
- Birth Certificate (NSO-PSA)	- SF 1				
- SF 10- JHS (with the entry of 1st up	- SF 9 (School Report Card)				
to 3 rd quarter					
-Junior High Student's Evaluation	- Class Record/ Grade Sheet				
Form (hereto attached)					
Junior High School Completion	- Duly Accomplished Homeroom				
Certificate / Moving Up Certificate	Guidance Learner's Development				
	Assessment Tool to be attached to SF				
	9 (School Report Card) and SF 10				

- 4. The School Form 10 (SF10- formerly Form- 137) and School Form 9 (SF9 School Report Card may be upgraded either manually or electronically (computerized). The remarks on the column Action Taken in each subject area is "Passed".
- 5. The Junior High School Learner's Evaluation Form shall be filled-up with the data on total days in school, total days present, total no. of years to date, to determine the completion of the grade level either the Basic Education Curriculum or the Revised Education Curriculum . If no data found in the Form 137 or SF 10 write N/A (Not Applicable).
- 6. The **Date for Year Ending is July 7, 2023** as stipulated on paragraph 2 of DepEd Order No. 034 s. 2022 entitled "School Calendar And Activities For School Year 2022 2023".
- 7. On the other hand, the Date of Issuance of the Moving Up Certificates of Grade 6 and 10 Completers shall be the date when the Moving Up Ceremonies/Rites are held, and end of School Year Rites is within July 10-14, 2023 (DepEd Order No. 034 s.2022).
- 8. The Public Schools District Supervisor as member of the checking committee (DFTAT) shall accomplish the SFCR2 -Consolidated District School Forms Checking Report and submit to the Office through the Division Office DFTAT personnel after the activity. (A template of SFCR 2 is hereto attached.)
- 9. Travel and other incidental expenses of school personnel involved in the checking and validation is chargeable to **Local School MOOE Fund**, while that of the Division Personnel is chargeable to the **Division Fund** subject to its availability and the usual accounting and auditing rules and regulations.
- 10. This Memorandum will serve as **Authority to Travel**.
- 11. Immediate and wide dissemination of and compliance with this Memorandum is directed.

SENEN PRISCILO P. PAULIN, CESO V

Schools Division Superintendent

Enolosure to Division Memorandum No. 116, 5. 2023

Enclosure: Division of Cebu Province Field Technical Assistance Teams (DFTAT)

Team	Names of Division Personnel	onnel	Assigned Districts	Team	Names of Division Personnel		Assigned Districts
			Minglanilla I	83	Maria Elena T. Paras		Tuburan I
	Mark J. Alguizola		Minglanilla II		Elmer M. Ocarol	* 11* 2* -2000 110	Tuburan II
		All PSUSS of the				All PSDSS OF UTE	Tabuelan
., ;		concerned districts				collectified districts	San Remegio I
			Sibonga				San Remeglo II
	2 Jennifer Artiaga		Argao I	6	Juvimar Montolo		Santa Fe
,	Agustina R. Albiso		Argao II		Ester S. Roldan		Bantayan I
		All PSDSS of the	Dalaguete I			All PSDSs of the	Bantayan II
		concerned districts	Dalaguete II			concerned districts	Madridejos
_				양	10 Gerardo S. Mantos		Medellin
	3 Gladys S. Balagtas		Boljoon		Gary Napoles		Daanbantayan I
.,	Claire Therese C. Jusay		dolso		and the same of th	All PSDSs of the	Daanbantayan II
α		All PSDSs of the	Samboan			concerned districts	Tabogon
		Santander Santander	Santander				
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	4 Roderic T. Goles		Alegria	11	11 Mary Ann P. Flores		Sogod
	Louie G. Monteroso		Malabuyoc		Blessilda Pitogo	All PSDSs of the	Catmon
		All PSUSS of the	Badian			concerned districts	Carmen
		concerned districts Moalboal	Moalboal				Borbon
			Ginatilan	12	12 Pamela Rodemio		Liloan
	5 Ma. Chona Redoble		Dumanjug I		Norman Blanco	All PSDSs of the	Consolacion 1&2
•	Mary Ann B. Celíno	All PSDSs of the	Dumanjug II	······		concerned districts	Cordova
		concerned districts Ronda	Ronda				Compostela
	•		Alcantara	13	13 Rosemary Oliverio		San Francisco
	6 Jane O. Gurrea		Aloguinsan		Aniel T. Loquillano	All PSDSs of the	Poro
	Mark J. Alguizola	111111111111111111111111111111111111111	Pinamungajan I			concerned districts	Tudela
		All Pauss of the	Pinamungajan II				Pilar
		concernea aistricts		14	14 Atty. Orville Dela Cerna		All the 58 Schools Districts
			Barili II		Engr. April Custodio		
	7 Nenita Jaraive		Balamban I	and the second s	Patricio Gonzaga		-
	Leo Cuvos		Balamaban II	-	Floren Semblante		
	-	All PSDSs of the	Asturias North		Engr. Danny Borces		
		concerned districts Asturias S	Asturias South		Engr. John Christopher Aban		
					Engr. Mary Danielle Hipe		
	DFTAT 1-7: DR. GLADYS BALAGTAS (Supervising Chief)	ALAGTAS (Supervising	Chief)		DETAT 8-14; DR, MARY ANN P. FLORES (Supervising Chief)	-LORES (Supervising Chie	(j:

port Code; SFCR2

CONSOLIDATED DISTRICT SCHOOL FORMS CHECKING REPORT

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*Do not inglude Temporarily Enrolled Learners as dennes in prepas order ivo. o, a. zoro. ****Acouracy refers to the percentage of correctbonsistent records over fotal records examined or reviewed.

July

Department of Education

Region VII, Central Visayas DIVISION OF CEBU PROVINCE

JUNIOR HIGH STUDENT'S EVALUATION FORM (GRADE 16 COMPLETER)

Name:	Date	of Birth: Year	Month		Day		Sex	
Place of Birth: Province			Town		Barrio			
Perent or Guardien:				Occupation .		.,		
Address of Guardian:				···				
Intermediate Course Completed (School	<u> </u>				Year			
Address of Bementary School:					Gen. A	average .		
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Learners Reference Number (LRN)					_	a.t		
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