



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 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 of 1 st up to 3 rd quarter)	- SF 10 (formerly Form 137) (with the entry of 1 st up to 3 rd 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 Guidance Learner's Development Assessment Tool	- Elementary Completion Certificate/ Moving Up Certificate

	-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 1 st up to 3 rd quarter	- SF 9 (School Report Card)
-Junior High Student's Evaluation Form (hereto attached)	- Class Record/ Grade Sheet
Junior High School Completion Certificate / Moving Up Certificate	- Duly Accomplished Homeroom 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**.

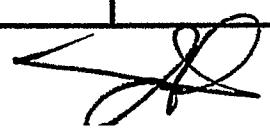
11. Immediate and wide dissemination of and compliance with this Memorandum is directed.


SENEN PRISCILO P. PAULIN, CESO V
 Schools Division Superintendent

Enclosure to Division Memorandum No. 116, S. 2023

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

Team	Names of Division Personnel	Assigned Districts	Team	Names of Division Personnel	Assigned Districts
1	Isaiash Wagas	Minglanilla I	8	Maria Elena T. Paras	Tuburan I
	Mark J. Alquizola	Minglanilla II San Fernando I San Fernando II Sibonga		Elmer M. Ocarol	Tuburan II Tabuelan San Remeglo I San Remeglo II
2	Jennifer Artaga	Argao I	9	Juvinar Montolo	Santa Fe
	Agustina R. Albiso	Argao II Dalaguete I Dalaguete II		Ester S. Roldan	Bantayan I Bantayan II Madrilejos Medellin
3	Gladys S. Balagtas	Boljoon	10	Gerardo S. Mantos	Daanbantayan I Daanbantayan II
	Claire Therese C. Jusay	Oslob Samboan Santander		Gary Napoles	Tabogon
4	Roderic T. Gales	Alegria	11	Mary Ann P. Flores	Sogod
	Louje G. Monteroso	Malabuyoc Badian Moalboal		Blessilda Pitogo	Catmon Carmen Borbon
5	Ma. Chona Redoble	Dumanjug I	12	Pamela Rodemio	Liloan
	Mary Ann B. Celino	Dumanjug II Ronda Alcantara		Norman Blanco	Consolacion 1&2 Cordova Compostela
6	Jane O. Gurrea	Pinamungajan I	13	Rosemary Oliverio	San Francisco
	Mark J. Alquizola	Pinamungajan II Barili I Barili II		Antel T. Loquillano	Poro Tudela Pilar
7	Nerita Jaralve	Balamban I	14	Atty. Orville Dela Cerna	All the 58 Schools Districts
	Leo Cuyos	Balamban II Asturias North Asturias South		Engr. April Custodio Patricio Gonzaga Floren Sembiante Engr. Danny Borces Engr. John Christopher Aban Engr. Mary Danielle Hipe	
DFAT 1-7: DR. GLADYS BALAGTAS (Supervising Chief)		DFAT 8-14: DR. MARY ANN P. FLORES (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)