



August 2, 2016

DIVISION MEMORANDUM
No. 415, s. 2016

**ANNOUNCING THE SCHEDULE AND VENUE OF THE DIVISION
CLUSTERED CHECKING OF FORM 9 FOR PRIVATE SCHOOLS
FOR SY 2016 - 2017**

TO : Assistant Superintendents
Education Program Supervisors/Coordinators
District Supervisors/OICs/Education Program Specialists
Lead Secondary Schools Principals
Private School Administrators, Principals and Registrars

1. As part of our effort to expedite the checking of forms for private schools, this Office announces the schedule and venue of the clustered checking of form 9 for secondary private schools of the province, to wit:

No.	Area	Schedule	Venue
1	Northeast Area	September 5, 2016	Ecotech Center, Cebu City
2	Northwest Area	September 6, 2016	Ecotech Center, Cebu City
3	Southeast Area	September 7, 2016	Ecotech Center, Cebu City
4	Southwest Area	September 8, 2016	Ecotech Center, Cebu City
5.	Committee Signing and Preparation of Endorsement to the Regional Office		Ecotech Center, Cebu City

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2. All concerned schools are likewise informed of the composition of the **Division Checking Committee for Special Order Applications for Private Schools**, to wit:

- | | |
|--------------------------|------------------------|
| - Mr. Isaiash T. Wagas | - EPS/Chairperson |
| - Mrs. Remedios Duran | - CEDAPSA/Co-Chairman |
| - Mrs. Rosana U. Godinez | - PSDS (North) /Member |
| - Dr. Gladys S. Balagtas | - PSDS (South)/Member |
| - Ms. Nelia Arquillano | - CEDAPSA/Member |
| - Ms. Violeta Dabalos | - CEDAPSA/Member |

3. To expedite the division final checking, all **Special Order Application** documents **MUST BE** pre-checked by a Municipal Checking Committee composed of the following:

- | | |
|---|------------|
| 1. Public School District Supervisor | - Chairman |
| 2. Lead Secondary School Principal | - Member |
| 3. Lead Secondary School Guidance In-charge | - Member |

4. This is to address the findings of the previous checking and to cut short the time of the Division Checking. After the municipal checking, all Special Order Application documents must be certified and endorsed to this Office by the Chairman of the Municipal Checking Committee. No documents shall be admitted by the Division Checking Committee without passing through the municipal checking mechanism.

5. Municipal Checking shall be conducted from August 29 – September 2, 2016 at the Lead Secondary School of the municipality.

6. All school guidance counselors/registrars shall bring along with them, for purposes of the checking, two (2) folders containing duly authenticated documents as required pursuant to DepEd Order No. 88 s. 2010, to wit:

- a. Endorsement from the Public Schools District Supervisor;
- b. Accomplished Special Order for Graduation/Completion Form (Form 9);
- c. Letter of Recommendation from the School Registrar/School Principal or Administrator/School Committee for Checking of Documents of Candidates for Graduation/Completion of the particular School Year;
- d. List of Names of all Students-Recipients of Certificates and Diplomas;
- e. Certified True Copy of the Secondary Student's Permanent Record of the Last School attended;
- f. Certified True Copy of the Secondary Student's Permanent Record of the latter school if the student is a transferee from another school;
- g. Certification from the School Registrar/School Principal if the student is taking summer classes to another school or a cross enrollee of another school;
- h. Verified Copy of the Original NSO/PSA Birth Certificate from the School Registrar/School Head or Certified True Copy of the NSO/PSA Birth Certificate from the National Statistics Office/Philippine Statistics Authority for Filipino Citizen students, if the student is not Filipino citizen submit copies of the birth certificate from the country of origin, alien certification of registration, and certification from the Bureau of Immigration and Deportation;

- i. Accomplished Student Evaluation Form with signatures of the School Registrar/Principal/Administrator/President and the Division Supervisor-in-Charge of Private Schools; and
 - j. Certified Photocopy of the School Government Temporary Permit/School Government Recognition.
7. All schools are strictly enjoined to follow the above cited schedules and venue. There will be no special checking anymore. For more information and inquiries, you may text or call Mr. Isaiash T. Wagas through cell no. 09158002390 or (032) 3616432.
8. All private schools are likewise warned of the legal consequences for non-compliance of the submission of **Application for Special Order** pursuant to DepEd Order No. 88, s. 2010.
9. Section 150 of DepEd Order No. 88, s. 2010 provides, *“Except as may otherwise be provided for the Department in connection with accreditation, special orders shall be required for the graduation of students from the formal secondary level in private schools. The withholding of the issuance of such special orders by the Department shall be undertaken only in connection with defects in the applications for special orders submitted by the school.”* Private schools that claims exemption from filing the application for special order due to their accredited status must show proof of valid accreditation from a DepEd recognized accreditation organization.
10. All personnel involved in the checking process shall observed due courtesy and proper decorum and shall refrain from making inappropriate presentation of spurious documents. Any violation thereof shall be dealt with in accordance with applicable existing laws and regulations.
11. Travelling, board and lodging expenses of the division checking committee shall be chargeable against **CEDAPSA Funds**, subject to its availability and the usual accounting standards and regulations. While travelling and other incidental expenses of the division representatives shall be chargeable against the division funds.
12. This Memorandum shall serve as the **Travel Authority** of all the personnel involved in the checking.
13. For the information, guidance and compliance of all concerned.
14. Immediate and wide dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent 

Enclosure No. **I**, DM No. _____ s. 2016

No.	Name of School	Address	Remarks
1	Saint Augustine Academy, Inc.	Poblacion, Alcantara	
2	Argao Center for Science Learning, Inc.	Lamacan, Argao	
3	Christian Learning Center of Argao, Inc.	Poblacion, Argao	
4	Saint Michael School, Inc.	Poblacion, Argao	
5	Saint Peter Academy of Alegria, Inc.	Poblacion, Alegria	
6	Isler's Superior High School, Inc.	Poblacion, Asturias	
7	Jayme Moncado Institute of Technology, Inc.	Poblacion, Asturias	
8	Saint James Academy, Inc.	Poblacion, Badian	
9	Little Angels Montessori School of Cebu, Inc.	Sto. Nino, Balamban	
10	St. Francis Academy, Inc.	Sto. Nino, Balamban	
11	University of San Jose-Recoletos Balamban Campus, Inc.	Arpili, Balamban	
12	Bantayan Southern Institute, Inc.	Bantigue, Bantayan	
13	Saint Paul Academy, Inc.	Suba, Bantayan	
14	Santa Ana Academy, Inc.	Poblacion, Barili	
15	Shelomith Learning Center, Inc.	Poblacion, Barili	
16	Patronage of Mary Development School, Inc.	Poblacion, Boljoon	
17	Don Emilio Osmena Memorial High School, Inc.	Sagay, Borbon	
18	Carmen Christian School, Inc.	Poblacion, Carmen	
19	Cebu Academy, Inc.	Poblacion, Carmen	
20	St. Joseph's Academy, Carmen, Cebu, Inc.	Poblacion, Carmen	
21	G. Jurado Foundation School, Inc.	Flores, Catmon	
22	Passionist Sisters' School, Inc.	Catmon Daan, Catmon	
23	St. William Cooperative School, Inc.	Poblacion, Catmon	
24	AFM Compostela Learning Center, Inc.	Estaca, Compostela	
25	Luke Christian Institute, Inc.	Canamucan, Compostela	
26	San Sebastian Learning School, Inc.	Cogon, Compostela	
27	St. Louise Academy, Inc.	Cogon, Compostela	
28	University of the Visayas, Compostela Campus	Poblacion, Compostela	
29	Dominican School of Cebu, Inc.	Pitogo, Consolacion	
30	Lively Stones Highest Academy, Inc.	Jugan, Consolacion	
31	Livingstone Christian Academy, Inc.	Tayud, Consolacion	
32	Mount Olives Christian Academy, Inc.	Casili, Consolacion	
33	Our Lady of Joy Learning Center, Inc.	Jugan, Consolacion	
34	Our Lady of Rule Catholic Learning School, Inc.	Jugan, Consolacion	
35	Paraclete Learning Center, Inc.	Pitogo, Consolacion	
36	San Narciso School of Consolacion, Cebu, Inc.	Occidental, Consolacion	
37	Schildknecht Playgroup and Learning Center, Inc.	Cansaga, Consolacion	
38	Shimri Christian School, Inc. (Formerly Sakgaw Learning Center)	Jugan, Consolacion	
39	Sotero B. Cabahug Forum for Literacy, Inc.	Pulpogan, Consolacion	
40	Benthel Asia School of Technology, Inc.	Gabi, Cordova	
41	Cordova Catholic Cooperative School, Inc.	Poblacion, Cordova	
42	Saint Dominic Savio School of Lapulapu, Inc.	San Miguel, Cordova	
43	San Roque Child Development School, Inc.	Gabi, Cordova	
44	Bright Minds in Action Learning Village, Inc.	Poblacion, Daanbantayan	

46	Constancio P. Go Memorial Learning Center, Inc.	Poblacion, Daanbantayan	
47	Daanbantayan Learning Center, Inc.	Poblacion, Daanbantayan	
48	Dover Academic Center for Excellence, Inc.	Poblacion, Daanbantayn	
49	Integrated School of Science – Cebu Branch, Inc.	Tapilon, Daanbantayan	
50	La Concordia Montessori Learning Center, Inc.	Tapilon, Daanbantayn	
51	St. Isidore Labrador Child Development Center, Inc.	Maya, Daanbantayan	
52	St. Martin de Porres Academy, Inc.	Poblacion, Daanbantyan	
53	St. Mary's Academy of Dalaguete Cebu, Inc.	Poblacion, Dalaguete	
54	Little Flower School, Inc.	Poblacion, Dumanjug	
55	Holy Trinity College, Inc.	San Roque, Ginatilan	
56	La Consolacion College - Liloan	Poblacion, Liloan	
57	San Roque Child Development School, Inc.	Yati, Liloan	
58	Adonai Asian Academy, Inc. (Day)	Yati, Liloan	
59	Adonai Asian Academy, Inc. (Night)	Yati, Liloan	
60	Bright Minds in Action Learning Vilage, Inc.	Tayud, Liloan	
61	Academia del Christifidelis, Inc.	Tayud, Liloan	
62	Divine Life Institute of Cebu, Inc.	Yati, Liloan	
63	GT Northeast Academy, Inc. (GT Bright Academy, Inc.)	Tayud, Liloan	
64	Discovery Center for Active Prodigies, Inc. (Salome Reroma...)	Catarman, Liloan	
65	Cebu Northplains College, Inc.	Mancilang, Madridejos	
66	Salazar Colleges of Science and Institute of Technology, Inc.	Poblacion, Madridejos, Cebu	
67	Villacarlos Academy, Inc.	Bunacan, Madridejos	
68	Perpetual Succour Academy, Inc.	Poblacion II, Malabuyoc	
69	St. Paul School of Medellin, Inc.	Poblacion, Medellin	
70	BD Child Care and Learning Center, Inc.	Tunghaan, Minglanilla	
71	David-Solomon Learning Foundation, Inc.	Lipata, Minglanilla	
72	Immaculate Heart of Mary Academy of Minglanilla, Cebu, Inc.	Poblacion, Minglanilla	
73	Mary Help of Christian School (Cebu), Inc.	Tunghaan, Minglanilla	
74	Mary Our Help Technical Institute for Women (Cebu), Inc.	Tunghaan, Minglanilla	
75	Montessori Academy of Southern Cebu, Inc.	Lower Calajo-an, Minglanilla	
76	Southern Bethany Christian School of Minglanilla, Inc.	Tunghaan, Minglanilla	
77	St. Cecilia's College – Cebu, Inc.	Poblacion, Minglanilla	
78	The Sisters of Mary School Boystown, Inc.	Tungkop, Minglanilla	
79	Three H Childhood Academy, Inc.	Tungkil, Minglanilla	
80	University of the Visayas – Minglanilla Campus, Inc.	Poblacion, Minglanilla	
81	Moalboal Christian School, Inc.	Tunga, Moalboal	
82	Our Lady of Mount Carmel Learning Center, Inc.	Tunga, Moalboal	
83	San Juan High School of Moalboal, Cebu, Inc.	Poblacion, Moalboal	
84	St. Mary's Academy of Oslob, Cebu, Inc.	Poblacion, Oslob	
85	Sta. Monica Academy –AR of Pinamungajan, Cebu, Inc.	Poblacion, Pinamungajan	
86	Camotes Hillside Academy, Inc.	West Poblacion, Poro	
87	Camotes Visayan Institute, Inc.	Eastern Poblacion, Poro	

88	Our Lady Academy, Inc.	Poblacion, Ronda	
89	Saint Pius X School of Samboan, Inc	Poblacion, Samboan	
90	Christian Temple Learning Center, Inc.	Sangat, San Fernando	
91	Incland Academy, Inc.	Pitalo, San Fernando	
92	Notre Dame Academy of San Fernando, Cebu, Inc.	Poblacion, San Fernando	
93	Campillo Progressive School, Inc.	Western Pob,, San Francisco	
94	Lyceum de Cebu, Inc. (Santander Branch)	Poblacion, Santander	
95	Golden Brains Development Schools, Inc.	Poblacion, Sibonga	
96	Our Lady of Lindogon Foundation School, Inc.	Lindogon, Sibonga	
97	Our Lady of the Pillar Academy of Sibonga, Inc.	Poblacion, Sibonga	
98	Juan Dosado Memorial School, Inc.	Bagatayam, Sogod	
99	Saint Therese of the Child Jesus School of Damolog, Inc.	Damolog, Sogod	
100	Sto. Niño Smart-Child Learning Center, Inc.	Bawo, Sogod	
101	Blessed Mary Mackillop School, Inc. (formerly Blessed Mother	Poblacion, Sta. Fe	
102	Tabogon Roosevelt High School, Inc.	Ilihan, Tabogon	
103	Patronage of Mary Development School, Inc.	Poblacion, Tuburan	
104	St. Anthony's Academy of Tuburan, Inc.	Poblacion, Tuburan	
105	Immaculate Concepcion Institute of Tudela, Inc.	Poblacion, Tudela	

NOTE:

Private Schools with Junior High School or Senior High School program that might have been inadvertently omitted in the list are likewise enjoined to submit their Application for Special Order.

Telephone Numbers:

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