



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

NOV 07 2016

Division Memorandum
No. 707 s. 2016

DIVISION CHECKING OF THE ACADEMIC RECORDS/CREDENTIALS OF GRADE 10 LEARNERS SCHOOL YEAR 2016 - 2017

**To: Assistant Superintendents
Division Supervisors/Coordinators
Secondary School Heads**

1. This Office announces the conduct of “**Division Checking Of The Academic Records/Credentials Of Grade 10 Learners School Year 2016 – 2017**” effective immediately upon issuance of this Memorandum.
2. The checking aims to;
 - 2.1. evaluate the learners status and progress as Grade 10 Completer
 - 2.2. follow-up Grade 10 learners who did not meet Expectations In the 1st and 2nd Quarter
 - 2.3. monitor the schools’ remedial classes/intervention programs given to learners who did not meet expectations and learners at risk of dropping out (LARDOs)
 - 2.4. provide technical assistance (whatever applicable/or found necessary)
3. The records/credentials to be checked are as follows;
 - 3.1. NSO Birth Certificate - to look into the correctness of and spelling of name, date of birth and other relative data or information of the learner (certificate live of birth, baptismal and the elementary form 137 maybe taken into consideration in the absence of NSO birth certificate)
 - 3.2. Form 137 - A - with the entry of the 1st and 2nd Grading Grades School Year 2016 -2017

- with entries of the 1st and 2nd Quarter Grades as Grade 10 Learners this School Year 2016-2017

3.3. Grade 10 Learner's Evaluation Form (Form 9) (duly accomplished)

- With the entry of the 1st and 2nd Quarter Grades

4. Attached is a template of the Grade 10 Learner's Evaluation Form (Form 9).

5. The assigned Division Supervisors/Coordinators for the checking are the following;

DIVISION SUPERVISORS/ COORDINATORS	- ASSIGNED AREA
1. Mrs. Hermogena G. Miranda	- Samboan, Boljoon, Alcoy, Oslob, Santander
2. Mrs. Evelyn F. Balang	- Malabuyoc, Ginatilan, Badian, Moalboal,
3. Dr. Corazon Pumar	- Alegria, Alcantara, Ronda, Dumanjug, Barili
4. Mrs. Ma. Elena T. Paras	- Dalaguete, Argao,
5. Dr. Pamela A. Rodemio	- Minglanilla, San Fernando, Sibonga
6. Mrs. Rose Mary N. Oliverio	- Borbon, Catmon Compostela, Carmen,
7. Dr. Gerardo S. Mantos	-San Remigio, Tuburan Sogod
8. Mrs. Rosanna U. Godinez	- Medellin, Tabogon
9. Mrs. Araceli A. Cabahug	-Daanbantayan, Tabuelan
10. Mrs. Juvimar E. Montolo	-Sta. Fe, Bantayan, Madrirdejos
11. Dr. Mary Ann Flores	- Consolacion, Cordova, Liloan
12. Mrs. Nenita G. Jaralve	- Balamban, Asturias
13. Mrs. Jane O. Gurrea	- Pinamungajan, Aloguinsan

6. A team is assigned for Pilar, Tudela, Poro and San Francisco with the composition of the following supervisors/ coordinators,namely;

- 5.1. Jane O. Gurrea
- 5.2. Hermogena G. Miranda
- 5.3. Juvimar E. Montolo
- 5.4. Araceli A. Cabahug
- 5.5. Gerardo S. Mantos
- 5.6. Rose Mary N. Oliverio

7. District Supervisors of each respective districts/municipalities shall coordinate with the assigned checkers (likewise, division supervisors/coordinators will do the same) relative to specific dates of the checking. Checking will be conducted preferably at the lead schools.

8. Normally the checking will end on or before the first week of December 2016. A copy of the Form 9 of Learners who did not meet the Expectations (of the 1st and 2nd Quarter this school year) as well that of Learners At Risk of Dropping Out (LARDOs) will be submitted to this Office for monitoring and record purposes on or before December 9, 2016 c/o EPS – Jane O. Gurrea.

9. Division Supervisors/Coordinators who rendered service on Saturdays and Sundays shall be provided with Compensatory Time - Off (CTO) per CSC and DBM Joint Circular No. 2 s. 2004.

10. Immediate and wide dissemination of this Memorandum is desired.


RHEA MARIA. ANGTUD, Ed. D. CESO VI
Schools Division Superintendent 

Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE

(Name of School)
(District/Municipality)
SECONDARY 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: _____ General Average: _____
Total Number of Years in School of Complete Elementary Course: _____

Grade Level: _____ School Year: _____
School: _____
Address: _____

Subjects	Average	Action Taken
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Art		
PE		
Health		

Total Days of School: _____
Total Days Present: _____
Total Number of Years in School to Date: _____

Grade Level: _____ School Year: _____
School: _____
Address: _____

Subjects	Average	Action Taken
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Art		
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 & Livelihood Education (TLE)		
MAPEH		
Music		
Arts		
PE		
Health		

Grade Level: _____ School Year: _____
School: _____
Address: _____

Subjects	Average	Action Taken
Filipino		
English		
Mathematics		
Science		
Araling Panlipunan (AP)		
Edukasyon sa Pagpapakatao		
Technology and Livelihood Education (TLE)		
MAPEH		
Music		
Art		
PE		
Health		

Total Days of School: _____
Total Days Present: _____
Total Number of Years in School to Date: _____

Grade Level: _____ School Year: _____
School: _____
Address: _____

Subjects	First Grading	Second Grading	Action Taken
Filipino			
English			
Mathematics			
Science			
Araling Panlipunan (AP)			
Edukasyon sa Pagpapakatao			
Technology and Livelihood Education (TLE)			
MAPEH			
Music			
Art			
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 _____ as per requirements. 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

Division Representative