

March 27, 2018

DIVISION MEMORANDUM
 No. 228, s. 2018

SPECIFIC DETAILS ON THE DIVISION CHECKING OF FORMS

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 CID and SGOD Personnel
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Teachers

1. In order to facilitate the division checking of forms for School Year 2017-2018, the following activities shall be observed:
 - 1.1. The teachers shall accomplish the following forms:
 - a. SF 1 – School Register
 - b. SF 2- Daily Attendance Report of Learner
 - c. SF 5- Report on Promotion and Level of Proficiency (SF5K- for Kindergarten)
 - d. SF 9 -Progress Report Card or Summary of Grades/ Class Record
 - e. SF 10- Learner’s Permanent Academic Record
 - 1.2. The school heads shall prepare the following forms
 - a. SF 4- Monthly Learner’s Movement and Attendance
 - b. SF 6- Summarized Report on Promotion and Level of Proficiency
 - 1.3. There will be school checking for all classes in all grade levels prior to the conduct of the division checking.
 - 1.4. All school heads shall do the following
 - A. Determine the number of classes to be checked depending on the school classification.
 - B. Conduct raffle draw for the classes to be checked during the division checking. All names of teachers handling the priority grade levels (Kindergarten, Grades 1, 6, 7, 10, 11, & 12) and other grade levels (Grades 2, 3, 4, 5, 8, & 9) shall be included in the drawing of lots to be prepared and conducted in advance by the school heads.
 - C. Choose and assign the teachers who will act as deputized school personnel to compose the division checkers using the form below:

Forms to be checked	Assigned checkers
SF Form 1	
SF Form 2	
SF Form 4	

SF Form 5	
SF Form 6	
SF Form 9	
SF Form 10	
Birth Certificates	
Certificate of Completion/ Diploma	

1.5. The Public Schools District Supervisors shall make the schedule of checking and assignment of schools (Elementary and Secondary) using the form below:

Elementary

Schools to be Checked	Assigned Schools to Check SFs	Schedule of Checking for Priority Grades (Kindergarten, Grades 1 & 6)	Schedule of Checking for Other Grade Levels (Grades 2, 3, 4, & 5)	Schedule of Moving up/Commencement Exercises

Junior & Senior High Schools

Schools to be Checked	Assigned Schools to Check SFs	Schedule of Checking for Priority Grade Levels (JHS-Grades 7 & 10) (SHS-Grades 11 & 12)	Schedule of Checking for Other Grade Levels (Grades 8 & 9)	Schedule of Moving up/Commencement Exercises

1.6. After the checking, the school heads shall submit to the Public Schools District Supervisors the following report and forms:

- A. School Form Checking Report 1 (SFCR 1) which will be consolidated in the School Form Checking Report 2 (SFCR 2) by the PSDS before submitting to the Division Checking Committee (DCC)
- B. One duly signed original Forms 4, 5, & 6 which will be submitted in bunch by the PSDS to the DCC

1.7. The deadline of the submission of reports to the DCC shall be on or before April 19, 2018 c/o Dr. Mary Ann Flores, Chairman Division Checking Committee (DCC)


1.8. The DCC Chair shall prepare the SFCR 3 which is a consolidation of all SFCR 2 of all districts.

2. Hereunder are the members of the overall Division Checking Committee:

- Chairman: Dr. Mary Ann Flores, CID Chief
- Vice- Chairman: Dr. Novie Mangubat, SGOD Chief
- All Public Schools District Supervisors

Members: All CID Education Program Supervisors
SGOD- SEPS for Planning and Research
SGOD-Division Planning Officer
Mr. Gerardo Mantos- SGOD – Education Program Supervisor

3. Please download DepEd Order 11, 2018, "Guidelines on the Preparation and Checking of School Forms", for your reference.
4. This Memorandum serves as Travel Order to those who are involved in this undertaking.
5. Immediate dissemination of and compliance with this Memorandum is enjoined.


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