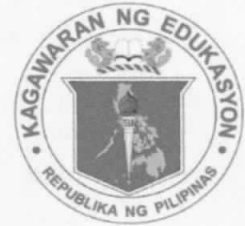


Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



January 21, 2019

DIVISION MEMORANDUM

No. 044, s. 2019

**DIVISION CHECKING OF STUDENTS EVALUATION FORM FOR SENIOR HIGH SCHOOL
(SHS) GRADE 12 CANDIDATES FOR GRADUATION AND OTHER RELATED
INSTRUCTIONS AND ACTIVITIES**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public and Private Secondary School Heads
All Other Concerned

1. This Office announces the schedule of the Division Checking of Student's Evaluation form for Senior High School (SHS) Grade 12 Candidates for Graduation on the following schedules, to wit:

No.	Area	Venue	Date
1	Northeast Public and Private Schools	Ecotech Center, Cebu City	January 29, 2019
2	Southeast Public and Private Schools	Ecotech Center, Cebu City	January 30, 2019
3	Northwest Public and Private Schools	Ecotech Center, Cebu City	January 31, 2019
4	Southwest Public and Private Schools	Ecotech Center, Cebu City	February 01, 2019
5	Submission of Compliance	Ecotech Center, Cebu City	February 02, 2019
6	Signing of Forms	DLRMDC, Cebu City	February 05, 2019
7	Endorsement of SEF-SHS to RO7*	DLRMDC, Cebu City	February 06, 2019

2. All SHS Form 9 and supporting documents shall be pre-checked in the district level by a committee composed of the following:

Chairman : *District Supervisor*
Members : *Public Secondary School Principal*
SHS Registrar or Guidance Counselor

The Division Checking and Review Committee will be composed of All Division Supervisors and selected members of the Senior High School (SHS) Technical Working Group (TWG)

3. The District SHS Checking Committee shall ensure that all Student's Evaluation Forms for Senior High School and other supporting documents are properly checked before the conduct of the Division Checking. No SHS - Student's Evaluation Form will be accepted for review in the division level without certification and proper endorsement from the District Checking Committee. All corrections made by the District Checking Committee must be incorporated first in the final copy before it will be submitted for review and approval of the Division Panel.

4. The following documents shall be checked by the District Checking Committee, to wit:
 - a. Certification and endorsement from the District Checking Committee;
 - b. Authority to Open and Offer Track, Strand and Specialization
 - c. Senior High School (SHS) – Student Evaluations Form (Original Copy);
 - d. School Form 1, School Form 2, School Form 4, School Form 5A, School Form 5B, School Form 6, School Form 7, School Form 10 (Form 137A);
 - e. Print-out of the eTool Program (including School Program, Class Program, Teacher's Load)
 - f. Work Immersion Package (List of SHS Students per Immersion Partner, List of Tasks/Activities completely signed by all parties, Immersion Schedule, duly accomplished Work Immersion Monitoring and Evaluation Tool);
 - g. Authority to Overload/Cross Enroll/Take Summer Classes (if applicable);
 - h. NSO Certificate


5. In addition to the above requirements, private schools shall attach the following documents, to wit:
 - a. Prescribed Cover Application Letter
 - b. Government Provisionary Permit to Operate SHS
 - c. Accomplished Special Order for Graduation
 - d. List of Names of All Student-Recipients of DiplomasAll attachments for private schools shall be duly authenticated and certified by the school's authorized officer.

6. For purposes of discussing further the mechanics of the Senior High School (SHS) Student's Evaluation Form for Grade 12, a Division Conference of all the members of the Division Checking Committee on January 25, 2019 at the Division Learning Resource Management and Development Center, Cebu City from 1: 00 to 5: 00 o'clock in the afternoon.

7. Traveling, board and lodging of the Division Checkers, venue rental and other incidental expenses are chargeable against Division MOOE funds, while traveling, per diem and other expenses of the school representatives shall be chargeable against local/school MOOE funds, subject to the usual accounting and auditing rules and regulations.

8. This Memorandum shall serve as **Travel Authority** of all who will be involved in the checking of the Senior High School (SHS) Student Evaluation Form for Grade 12.

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


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

Telephone Numbers:

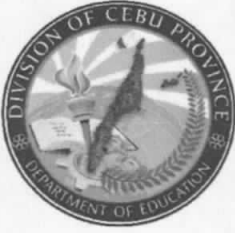
Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add: depedcebuprovince@yahoo.com

Division Checking and Review Committee

No.	Name	
1	Dr. Leah B. Apao	Asst. Schools Division Superintendent
2	Dr. Novie O. Mangubat, SGOD Chief	Supervising Officer
3	Dr. Mary Ann P. Flores, CID Chief	Supervising Officer
4	Mr. Isaiash T. Wagas	Chair
5	Dr. Pamela A. Rodemio	Member
6	Mrs. Juvimar E. Montolo	Member
7	Mrs. Rosemary N. Oliverio	Member
8	Dr. Jose Garry M. Napoles	Member
9	Dr. Arlene D, Buot	Member
10	Mrs. Marivic Yballe	Member
11	Mrs. Candida C. Purgatorio	Member
12	Mrs. Elisa M. Escutin	Member
13	Mrs. Chona B. Jumao-as	Member
14	Mr. Reynaldo dela Rama	Member
15	Mrs. Emilia S. Ibones	Member
16	Mrs. Maryluz T. Aliser	Member
17	Mr. Chaney A. Gulfan	Member
18	Mrs. Remedios Duran	Member
19	Mrs. Violeta Dabalos	Member
20	Dr. Clavel Salinas	Member
21	Dr. Samuel Ponce	Member
22	Dr. Gladys S. Balagtas	Member
23	Mr. Richard Acaso	Member
24	Mrs. Socorro N. Relacion	Member
25	Dr. Norman O. Blanco	Member





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CERTIFICATION

This is to certify that the District Checking Committee for Senior High School (SHS) Form 9 has checked, verified and validated all supporting documents of _____ of _____ and are found to be true, authentic and in order as inspected.

Issued this _____ day of _____ in the municipality of _____, Cebu, Philippines.

 PSDS – Chairman

 Member

 Member

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DIVISION CHECKING AND REVIEW COMMITTEE

- OK as to Authority to Open and Offer SHS and Teachers Qualification
- Ok as to Compliance of the Subject Sequence, Combination and Required # of Hours
- Ok as to Immersion Requirement
- Ok as to Other Supporting Documents
- Ok as to Permit to Operate
- Lacks in _____
- _____
- _____
- _____

Reviewed by:

 Cluster Chairman

 Member

 Member

Note: This certification shall be printed at the back of the form 9 of every student.



SENIOR HIGH SCHOOL (SHS) STUDENT'S EVALUATION FORM

LRN #: _____
 Name: _____ Date of Birth: _____ Month: _____ Day: _____ Sex: _____
 Place of Birth: Province _____ Town: _____ Barrio: _____
 Parent/Guardian: _____ Occupation: _____
 Address of Parent/Guardian: _____
 Elementary School Completed: _____ School Year: _____
 Address of Elementary School: _____ General Average: _____
 Junior High School Completed (School): _____ School Year: _____
 Address of Junior High School: _____ General Average: _____
 Total Number of Years in School to Date: _____
 Track: _____ Strand/Spe _____

GRADE ELEVEN (First Semester) School Year: _____
 Name of School: _____
 Address of School: _____

CODE	SUBJECTS	Final Grade	No. of Hours	Action Taken
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed

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

GRADE ELEVEN (Second Semester) School Year: _____
 Name of School: _____
 Address of School: _____

CODE	SUBJECTS	Final Grade	No. of Hours	Action Taken
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed

Total Days of School: _____ Total Days Present: _____

GRADE TWELVE (First Semester) School Year: _____
 Name of School: _____
 Address of School: _____

CODE	SUBJECTS	Final Grade	No. of Hours	Action Taken
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed

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

GRADE TWELVE (Second Semester) School Year: _____
 Name of School: _____
 Address of School: _____

CODE	SUBJECTS	Final Grade	No. of Hours	Action Taken
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed
				Passed

Total Days of School: _____ Total Days Present: _____

SUMMARY OF NUMBER OF HOURS		
SUBJECTS	NO. OF SUBJECTS	NO. OF HOURS
CORE SUBJECTS	22	1760 hours
APPLIED SUBJECTS	7	560 hours
SPECIALIZATION		
TVL-IA-Automotive		320 hours
TVL-IA-Automotive-Immersion		320 hours
TOTAL		2960 hours

I hereby certify that this is a true record of _____ as per requirements. This certifies further that he/she completed the academic requirements of Senior High School and eligible for admission to College.

Reviewed by the Division Checking and Review Committee

ISAIASH T. WAGAS, MPA

Education Program Supervisor - LRMDS & SHS

School Principal