



**February 13, 2019**

**DIVISION MEMORANDUM**

No. 087, s. 2019

**DIVISION CHECKING OF SCHOOL FORMS FOR SCHOOL YEAR 2018-2019**

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads  
Heads, Private Elementary and Secondary Schools**

1. To facilitate the **Division Checking of School Forms for School Year 2018-2019**, the following activities shall be observed:

1.1. The class advisers shall accomplish the following forms:

- a. SF 1 – School Register
- b. SF 2 – Daily Attendance Report of Learners
- c. SF 5 – Report on Promotion and Level of Proficiency (SF 5K for Kindergarten)
- d. SF 9 – Progress Report or Summary of Grades
- 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. The 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 following form:

School Forms (SFs)/Documents to be Checked	Assigned Checkers
SF 1	
SF 2	
SF 4	
SF 5	
SF 6	
SF 9	
SF 10	
Birth Certificates	
Certificates of Completion/Diplomas	

1.5. The District Supervisors/OICs shall prepare the schedule of checking and assignment of schools (Elementary and Secondary) using the form below:

**a. 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

**b. Junior and Senior High Schools**

Schools to be Checked	Assigned Schools to Check SFs	Schedule of Checking for Priority Grades (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 District Supervisors/OICs the following reports 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 copy of Forms 4, 5 and 6, which will be submitted in bunch by the PSDS to the DCC.

1.7. The deadline of the submission of the hard copies of the reports to the DCC shall be on or before April 15, 2019 (Attention: Dr. Mary Ann P. Flores, Chair, Division Checking Committee). The soft copy of SFCR 2 shall be emailed to [annp2go2012@yahoo.com.ph](mailto:annp2go2012@yahoo.com.ph).

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

2. The members of the overall Division Checking Committee are the following:

Chair - Dr. Mary Ann P. Flores, CID Chief

Co-Chairs- Dr. Novie O. Mangubat

- All District Supervisors

Members- All CID EPSs & EPSAs

- SGOD Supervisor

- SEPS, Planning and Research

- Division Planning Officer

3. Please refer to DepEd Order No. 11, s. 2018, "Guidelines on the Preparation and Checking of School Forms", for further information.

4. This Memorandum also serves as Authority to Travel of those who are involved in this undertaking.

5. Immediate dissemination of and compliance with this Memorandum is directed.

  
**RHEA MARA. ANGTUD , Ed. D., CESO VI**  
Schools Division Superintendent

