



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

**Office of the Schools  
Division Superintendent**

February 3, 2020

**DIVISION MEMORANDUM**

No. 042, s. 2020

**DIVISION CHECKING OF GRADE 10 STUDENTS' CREDENTIALS AS REQUIREMENT  
FOR JUNIOR HIGH SCHOOL COMPLETION/MOVING UP**

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

1. This Office announces the conduct of the **Division Checking of Grade 10 Students' Credentials as Requirement for Junior High School Completion/Moving Up** at the District Offices on the dates within the month of February 2020 to be agreed by the School Heads and the Core Field Technical Assistance Teams (CFTATs).
2. Secondary school heads shall see to it that the following forms shall have been checked by the school and district checking committees before the Division Checking:
  - SF 1 - School Register
  - SF 2 - Learner Daily Attendance Report  
(Months of December 2019 and January 2020)
  - SF 9 - School Report Card (formerly Form 138-A)  
with Quarters 1-3 Entries
  - SF 10 - Learner's Permanent Academic Report (formerly Form 137-A)  
with Quarters 1-3 Entries
  - Grade 10 Learner's Evaluation Form as Junior High School Completer  
(Enclosure to Division Memorandum No. 8, s. 2019)
  - School Summary Report of Candidates for Junior High School Completion  
(Enclosure No. 3 to Division Memo No. 8, s. 2019)
  - PSA Birth Certificate/Other equivalent document
3. The Secondary School Heads are advised to coordinate with their Core Field Technical Assistance Teams (CFTATs) for the specific dates of the Division Checking. Please refer to Division Memorandum No. 1, s. 2020, entitled "Organization of Core Field Technical Assistance Teams" for the district assignments of the CFTATs.

4. Traveling and other related expenses incurred by the CFTATs during the conduct of this activity shall be chargeable against **Division Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum also serves as Authority to Travel.
6. Immediate dissemination of and compliance with this Memorandum is directed.

  
**MARILYN S. ANDALES EdD CESO V**  
Schools Division Superintendent 

MSA/CID/MAFF



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