



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

**Office of the Schools Division
Superintendent**

March 18, 2020

DIVISION MEMORANDUM
No. 146, s. 2020

**CANCELLATION OF ALL SCHEDULED FACE-TO-FACE CHECKING OF SCHOOL FORMS
FOR SCHOOL YEAR 2019-2020**

**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. This Office announces the **Cancellation of All Scheduled Face-to-Face Checking of School Forms for School Year 2019-2020**, under DepEd Order No. 11, s. 2018, entitled "Guidelines on the Preparation and Checking of School Forms". However, school heads are enjoined to conduct the checking of school forms through teleconferencing and other online means.

2. For areas without internet signal, school heads are allowed to employ alternative mechanisms, provided that stringent social distancing and other safety measures consistent with DOH guidelines are strictly observed.

3. Please be reminded that per Regional Memorandum No. 0184, s. 2020, entitled "Guidelines Relative to the Conduct of the End-of-School-Year Rites", teachers are not required to report to school from March 23 to April 3, 2020, but they are required to finish all the academic requirements of the learners and submit the required year-end forms. Thus, the following activities shall be observed:

3.1. The class advisers shall complete the following forms at their homes:

- 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

3.2. The school heads shall do the following:

- a. assign a teacher, preferably School IT Coordinator to set up online platforms that will allow teachers and checkers to do online checking of forms remotely;
- b. choose and assign three (3) other personnel (preferably Guidance Coordinator, School Registrar and Master Teacher/Senior Teacher who will act as deputized school personnel to compose the division checkers of the following forms:

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	

- c. prepare the schedule of the checking of forms;
- d. monitor/supervise the checking of forms to ensure the correctness and completeness of data;
- e. prepare the SF 4 (Monthly Learner's Movement and Attendance) and SF 6 (Summarized Report on Promotion and Level of Proficiency); and
- f. submit via email to the District Supervisor/OIC the soft copy of School Checking Report 1 (SFCR 1). (Please refer to Enclosure No. 1 for the template.)

3.3 The members of the checking committee shall prepare and submit the scanned copy of the duly accomplished **Affidavit of Undertaking** (Please refer to Enclosure No. 2 for the template) that they have religiously checked the school forms and that all the data reflected are **True and Correct** to this Office (Attention: Dr. Mary Ann P. Flores, CID Chief) via email at maryann.flores005@deped.gov.ph)

3.4 The District Supervisor shall do the following:

- a. consolidate the SFCR 1 in the School Form Checking Report 2 (SFCR 2) (Please refer to Enclosure No. 3 for the template.); and
- b. submit the soft copy of SFCR 2 to the Education Program Specialists II-ALS (EPSAs) assigned in the area through email. (Please refer to Enclosure No. 4 for the EPSAs Assigned to Receive the SFCR 2 from the Districts.)

3.5. The Division Checking Committee Chair (DCC) shall prepare the SFCR 3, which is a consolidation of the SFCR 2 of all districts.

4. The members of the overall DCC are the following:

- | | |
|-----------|-------------------------------------|
| Chair | - Dr. Mary Ann P. Flores, CID Chief |
| Co-Chairs | - Dr. Novie O. Mangubat |
| | - All District Supervisors |
| Members | - All CID EPSVRs & EPSAs |
| | - SGOD Supervisor |
| | - SEPS, Planning and Research |
| | - Division Planning Officer |

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

MARILYN V. ANDALES EdD, CESO V
 Schools Division Superintendent

SCHOOL FORMS CHECKING REPORT

SCHOOL NAME: _____ **SCHOOL ID:** _____ **DISTRICT:** _____

Table 1. Learner Records Examined/Reviewed

[illegible]

Table 2. Learner Records with Inconsistency/ies or Errors

Grade Level	Section	Name of Adviser	No. of Records per Nature of Error*			DCC Observation/Comment or Technical Assistance Provided
			With Incomplete Supporting Documents	With Inconsistency/Error	Total	

*Do not include Temporarily Enrolled Learners as defined in Dened Order No. 3 s. 2018.

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***Accuracy refers to the percentage of correct/consistent records over total records examined or reviewed.

Table 3. For Transferred In/Moved In

Grade Level	Section	Name of Adviser	Transfer of SF10 (formerly Form 137)				DCC Observation/Comment or Technical Assistance Provided
			With SF10		Without SF10*** (For Temporarily Enrolled)		
			Received w/in 30 days	Received beyond 30 days	From Private School	From Public School/SUC/LUC	

***Do not include PEPT/PVT or ALS-A&E Certificate holders.

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Table 4. For Transferred In/Moved In Learners Without SF 10 (formerly Form 137)

Grade Level	Section	Name of Adviser	LRN	Name of Learner	Name of Originating School	School ID	Division/ Region

Prepared by: Type of Checking Committee: _____ School Checking Committee (SCC) _____ Division Checking Committee (DCC)

Chair Vice Chairs Member Member Member

Inform: -----All fields below are solely for the use of the Division Checking Committee (DCC) -----

School Head/SCC Chair

Date Completed (Division Level)

REPUBLIC OF THE PHILIPPINES

AFFIDAVIT OF UNDERTAKING

I _____ of legal age, single/married and a resident of _____
after having duly sworn to an oath in accordance with law, do hereby depose and say:

1. That I am an employee of (Name of School and School Address) _____
having been appointed/designated as School Principal/Master Teacher/Teacher/School ICT
Coordinator/Guidance Counselor/School Registrar;
2. That I am in-charge of the _____ thereof;
3. That I have religiously performed the checking of Elementary/Junior High School
Forms and testified that the data reflected in these forms are TRUE and CORRECT;
4. That the learners included in the School Form 5 (Report on Promotion and Level of
Proficiency) have fully met the minimum requirements for promotion to the next
Grade Level of the K to 12 Curriculum as prescribed by the Department of Education;
5. That if there are discrepancies discovered at a later date, I will be held responsible
and no one else.

IN TRUTH WHEREOF, I have hereunto signed my name below, this _____ day of
_____ at _____.

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2020.

Affiant exhibiting to me his/her (Government issued I.D.) _____ issued at _____
on _____.

JEREMY C. DENAMPO JD
Administrative Officer V

CONSOLIDATED DISTRICT SCHOOL FORMS CHECKING REPORT

DISTRICT NAME: _____ PSDS: _____ DIVISION: _____

Table 1. Learner Records Examined/Reviewed

School Name	School ID	Name of School Head	Date Completed	No. of Examined/Reviewed*			No. with Inconsistency or Incomplete Supporting Documents			% Accuracy**
				Male	Female	Total	Male	Female	Total	

Table 2. Learner Records with Inconsistency/ies or Error

School Name	School ID	Name of School Head	No. of Records per Nature of Error*			DCC Observation/Comment or Technical Assistance Provided
			With Incomplete Supporting Documents	With Inconsistency/ Error	Total	

*Do not include Temporarily Excluded Terminals & Facilities Data in this table.

**Do not include Temporarily Enrolled Learners as defined in Deped Order No. 3, s. 2018.*

***Accuracy refers to the percentage of correct/consistent records over total records examined or reviewed.

Table 3. For Transferred In/Moved In

School Name	School ID	Name of School Head	Transfer of SF10 (formerly Form 137)				DCC Observation/Comment or Technical Assistance Provided
			With SF10		Without SF10*** (Temporarily Enrolled)		
			Received w/in 30 days	Received beyond 30 days	From Private School	From Public School/SUC/LUC	

***Do not include DEPT/PVT or ALE ARE Certified teachers

***Do not include PEPT/PVT or ALS-A&E Certificate holders.

Table 4. For Transferred In/Moved In Learners Without SF 10 (formerly Form 137)

School Name	School ID	LRN	Name of Learner	Name of Originating School	School ID	Division/Region

-----All fields below are only for the use of the Division Checking Committee (DCC) -----

Prepared by:

Chair

Vice Chair

Member

Member

Member

Verified by:

Vice Chair (PSDS)

Date Completed (District Level)

Enclosure No. 4 to Division Memorandum No. _____

EPSAs Assigned to Receive the SFCR 2 from the Districts

Name of EPSA	Districts	Email Address
Ms. Marle O. Monterola	Borbon Daanbantayan 1 & 2 Medellin Tabogon Tabuelan	marle.monterola001@deped.gov.ph
Ms. Evangelina C. Buna	Alcantara Aloguinsan Barili 1 & 2 Dumanjug 1 & 2 Pinamungajan 1 & 2 Ronda	evangelina.buna002@deped.gov.ph
Ms. Cleo M. Escuadro	Alegria Badian Ginatilan Malabuyoc Moalboal Samboan	cleo.escuadro01@deped.gov.ph
Ms. Maria Daphne T. Daño	Carmen Catmon Minglanilla 1 & 2 Pilar Poro San Francisco Sibonga Tudela	mariadaphne.dano@deped.gov.ph
Mr. Domingo S. Amancio	Alcoy Boljoon Dalaguete 1 & 2 Oslob Santander	domingo.amancio002@deped.gov.ph
Ms. Zenifer L. Corpuz	Bantayan 1 & 2 Madrideojos San Remigio 1 & 2 Santa Fe	zenifer.corpuz@deped.gov.ph
Ms. Florenda T. Alicaway	Argao 1 & 2 Asturias North & South Balamban 1 & 2 San Fernando 1 & 2	florenda.alicaway001@deped.gov.ph
Mr. Orley A. Perico	Cordova Consolacion 1 & 2 Liloan Compostela Sogod Tuburan 1 & 2	orley.perico002@deped.gov.ph