



March 13, 2018

DIVISION MEMORANDUM
 NO. 071s., 2018

REITERATION OF DEPED ORDERS RELEVANT TO CHECKING OF SCHOOL FORMS AND COMPOSITION OF DIVISION CHECKING COMMITTEE (DCC)

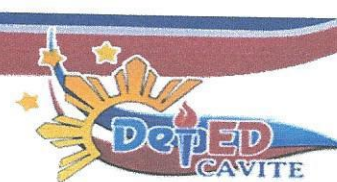
TO: OIC, Office of the Assistant Schools Division Superintendents
 Chiefs, CID/SGOD
 Public Schools District Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads

1. To ensure the quality and consistency of learner information in the preparation and checking of school forms which is among the critical activities conducted at the end of school year, the division reiterates strict compliance to the following policies:

- a. **DepEd Order No. 8, s. 2015** – Guidelines on Classroom Assessment for the K to 12 Basic Education Program.
- b. **DepEd Order No. 36, s. 2016** - Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program
- c. **DepEd Order No. 4, s. 2014** - Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014
- d. **DepEd Order No. 69, s. 2016** - Provision of the Deped Electronic Class Record and Form 137 for Senior High School
- e. **DepEd Order No. 58, s. 2017** - Adoption of New School Forms for K, SHS, ALS, Health and Nutrition and Standardization of Permanent Records
- f. **DepEd Order No. 11, s. 2018** - Guidelines on the Preparation and Checking of School Forms

2. To facilitate timely, consistent, efficient and quality checking of school forms, the Division will implement a per municipality/city approach in the Division level checking of forms. The composition of the Division Checking Committee (DCC) are as follows:

Chair:	<ul style="list-style-type: none"> • Elpidia B. Bergado – Chief Curriculum Implementation Division
Vice Chairs:	<ul style="list-style-type: none"> • Ivan Brian L. Inductivo – OIC Chief School Governance and Operations Division • Public Schools District Supervisor/s
Members	<ul style="list-style-type: none"> • Ester Zuñiga – Division Focal Person • Josephine Monzaga – Division Focal Person • Parent Education Program Supervisors (EPS) • Division Planning Officer • School Personnel to be identified by the PSDS



The Public Schools District Supervisors will deputize selected school personnel as members of the DCC and representatives of the Division to facilitate checking of forms in all schools in their respective municipality/city. The deputized school personnel will be divided into two groups, one will ensure compliance to the Focus Areas for SGOD and the other for the Focus Areas for CID as stated in DepEd Order no. 11, s. 2018, Section V-B-2.

The Parent Education Program Supervisors for each municipality/city will represent and countersign in behalf of the DCC Chairperson in all school checking forms prior submission of final reports in the Division Office.

Both the Public Schools District Supervisors and Education Program Supervisors should ensure strict adherence to the guidelines stipulated in DepEd Order no. 11, s. 2018.

The Division Planning and Research unit will provide technical assistance to schools in the division office regarding updating of End of School Year (EOSY) in the Learner Information System.

3. As stated in DepEd Order no. 11, s. 2018, the checking of school forms for both school and Division level will commence **immediately after the 4th quarter examination until 2nd week of April**. Kinder, Grade 6, Grade 10 and Grade 12 shall be the priority grade levels for checking to ensure accuracy of forms prior moving up/graduation. However, schools are reminded that checking of forms for all sections in each grade levels is required.


4. Strict compliance to Deped Order 25, s.2017 School Calendar for SY 2017-2018 must be observed in the schedule for 4th quarter examination.

5. Consolidated district and division checking forms (Enclosure to DepEd Order no. 11, s. 2018) should be submitted at the division office (Office of the CID Chief) not later than April 20, 2018. All School Forms for division representative signature (countersigned by the EPS) should be transmitted to the Division Office starting April 23, 2018.

6. For questions and clarifications related to the checking of school forms activities you may contact the designated Division Focal Persons:

- a. Ester M. Zuñiga – Tanza Trade National High School, (046) 419 1010
- b. Josephine M. Monzaga – Sunny Brooke ES, (046) 438 9814

7. Immediate dissemination of and strict compliance with this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent
