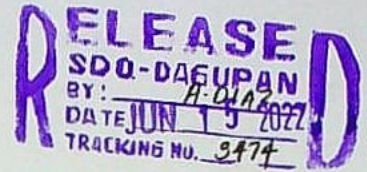




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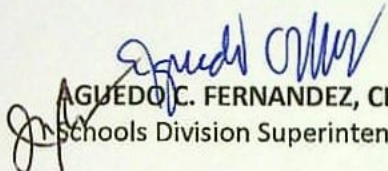
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMO No. 216, s. 2022

To: Asst. Schools Division Superintendent
Chief of the SGOD & CID
Education Program Supervisors
Public School District Supervisors
Unit Heads/EPSs
Public & Private School Heads/Principals

From:  AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Date: June 15, 2022

Subject: **Division Level Checking of Forms SY 2021-2022**

In reference to DepEd Order No.11, s. 2018 re: Guidelines on the Preparation & Checking of School Forms, this office would like to inform the field that the checking of said forms by the Division Checking Committee will commence on July 11, 2022 and ends on July 15, 2022.

For private schools, checking of forms per requested chosen schedule by the school heads/representative during the orientation conducted last May 12, 2022 will prevail.

Attached is the composition of Division Checking Committee with their respective private schools and district school assignment.

For guidance, dissemination, & compliance.



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**Office of the Schools Division
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- I. What to Check
 a. Moving Up/Graduates

Grade Level	Credentials	Consistency in SFs
Kindergarten	1) Birth Certificate or its equivalent 2) LIS Generated SF1 3) LIS Generated SF5 4) SF9 5) SF10	The Omnibus Policy on Kindergarten (DO 47 s. 2017 should be strictly observed) which is <ul style="list-style-type: none"> The child should be 5 years old as of October 31, 2021 LRN printed in the Completion Certificate and ECCD Checklist should be consistent with LRN in SF1
Grade 6	6) Completion Certificate Acceleration Certificate ECCD Checklist Other Supporting Documents Class Record/Summary of Grades	The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed. LRN printed in the Completion Certificate SF5 and SF10 – ES should be consistent with the LRN in SF1.
Grade 10	Note: Information in the SF1 is consistent with what is written in the Birth Certificate	The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed. LRN printed in the Completion Certificate SF5 and SF10 – JHS should be consistent with the LRN in SF1.
Grade 12	Note: Information in the SF1 is consistent with what is written in the Birth Certificate	The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed. LRN printed in the Completion Certificate/Diploma, SF5A, SF5B and SF10 – SHS should be consistent with the LRN in the SF1



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- b. For Entry Grade levels (Kinder, Grade 1, Grade 7) and learners who transferred in moved in for other grade levels.

Grade Level	Supporting Documents
Kindergarten	Birth Certificate (5 years old as of October 31, 2021)
Grade 1	Kinder Completion Certificate & ECCD Checklist
Grade 7	Elementary Completion Certificate of SF10-ES
Grade 11	JHS Moving Up Certificate or SF10-JHS
Transferred in or Moved In to Other Grade Levels	SF10 with attached Birth Certificate
For Accelerated/ DepEd Assessment Passers	PEPT/PVT Ratings or ALS A&E Elementary Certificate

- II. Kinder, Grades 1,6,7,10,11 and 12 shall be the priority grade levels for checking. Thus more sections in these Grade levels shall be subjected to the checking of forms by school.

Below is the School Size Sample guide:

Size of School	Percentage	Estimated Maximum Number of Classes	Other Grade Levels Maximum Number of Classes	Remarks
Very Small (99 & below)	100%	All	2	All classes of the priority Grade Levels
Small (100-299)	50%	4	2	<ul style="list-style-type: none"> The minimum number of classes of the priority grade levels shall be determined through drawing of lots. For the Grade Levels, the classes shall also be determined through drawing of lots as proportioned For Grade Levels with classes less than the required minimum number of classes, all classes will undergo checking of forms
Medium (300-499)	30%	5	2	
Large (500-799)	20%	6	3	
Very Large (800 - 999)	10%	7	4	
Huge (1000 & above)	5%	8	5	
The Parameters used for this school classification is the combined enrolment of Kinder, Grades 1 & 6 for Elem. For JHS, it is combined enrolment of Grade 7 and 10, For SHS it is the combined enrolment of Grade 11 & 12.				



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III. When & Where to Check

Schools	Date	Venue
Private Schools	June 2022 (on-going)	Depending upon the agreement with the DCC
Public Schools	Graduating/Moving-Up : July 4-8, 2022 Non Graduating: July 11-15, 2022	

IV. Who will Check

The Division Checking Committee

Chairperson	:	CID Chief/EPS representative
Vice-Chairperson	:	SGOD Chief/PSDS of the District
Member	:	Representative chosen by the DCC Chair

V. Total Number of Days:

SCHOOL YEAR 2021-2022		
October 2021	:	26
November 2021	:	24
December 2021	:	14
January 2022	:	24
February 2022	:	17
March 2022	:	27
April 2022	:	23
May 2022	:	15
June 2022	:	26
July 2022	:	11
TOTAL		207

VI. The DCC with the help of the SCC will prepare SFCR1A and SFCR1C while PSDS will prepare SFCR1B

VII. Committee will issue a certificate that all forms have been properly checked. This certification should be attached to the checked forms.

VIII. The cooperation of all concerned in the implementation of this Memorandum is enjoined.



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REGION I
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**Office of the Schools Division
 Superintendent**

Division Checking Committee:

Graduating/Moving-up : July 4-8, 2022
 Non Graduating: July 11-15, 2022

DISTRICT 1			DISTRICT 4		
A. ALICIA B. QUIMBOY			A. PERPETUA V. BARONGAN		
CID			CID		
AGNES B. ROYULADA			LIEZL S. CANCINO		
CID			CID		
MARISSA O. PEREZ			DIANA IRISH J. SOLIS		
SGOD			SGOD		
102152	West Central ES I	large	102175	Carael ES	large
102153	West CES II	medium	102173	T. Ayson-Rosario ES	medium
102160	Pogo-Lasip ES	medium	102174	Calmay ES	medium
102149	Juan L. Siapno ES	medium	102167	Victoria Q. Zarate ES	medium
			102177	Pantal ES	medium
B. JANE T. CAJAYON			B. EDWIN C. FERRER		
CID			CID		
RENATA G. ROVILLOS			LIBERTY G. ROXAS		
CID			CID		
HAYDEE C. MAIQUEZ			MITCHELLENE V. RIVO		
SGOD			SGOD		
102150	Lucao ES	large	102176	Lomboy ES	small
102151	Malued ES	large	102179	Salapingao ES	medium
102158	Lasip Grande ES	small	102180	Suit ES	small
102181	Juan P. Guadiz ES	small	500055	Pugaro IS	medium
DISTRICT 2			DISTRICT 5		
A. ISABELITA N. DAROYA			A. JAIME C. SIAPNO		
CID			CID		
GEMMA M. ERFELO			CHERRY A. CAYABYAB		
CID			CID		
JOANN L. JIMENEZ			VLADIMIR C. PARAYNO		
SGOD			SGOD		
500053	East Central IS	large	BETHANY VENICE S. BAUTISTA		
152501	Tebeng ES	small	300367	Bonuan Buquig NHS	large
102155	Caranglaan ES	medium	300368	Dagupan City NHS	large
102163	Bolosan ES	medium	300371	JJDVSTVSS	large
102156	PGVES	medium			



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B. ROWENA O. LAPAAN		CID
SHERYL S. VILLACORTA		CID
EDGAR T. TIMBOL		SGOD
102154	Bacayao Sur ES	medium
102159	Mangin-Tebeng ES	medium
102161	Tambac ES	medium
102172	Salisay ES	medium
102169	Mamalingling ES	medium
DISTRICT 3		
A. DEBBIE C. GAN		CID
MA. SOCORRO G. DIMALANTA		CID
ELVIRA N. VILLAMOR		SGOD
102165	Bonuan Buquig ES	large
102170	North Central ES	large
102168	Gen. Gregorio del Pilar ES	medium
B. LEONARDA J. MANANSALA		
ROSALIND R. LOMIBAO		CID
ISAGANI D. ROSARIO		SGOD
500054	Federico N. Ceralde IS	large
102166	LFMES	medium
102171	Sabangan ES	large
102162	BLISS ES	small

B. RONIE G. BONAO		CID
ALFRED B. GONZALES		CID
GILLIANE JESSA C. SABLE		SGOD
300369	Carael National HS	large
300370	Salapingao NHS	medium
500053	East Central IS	large
500054	Federico N. Ceralde IS	large
500055	Pugaro IS	medium
DISTRICT 6		
MA. SOCORRO G. DIMALANTA		CID
JOANN L. JIMENEZ		SGOD
ISAGANI D. ROSARIO		SGOD
PRIVATE SCHOOLS		



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