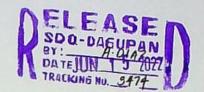


Department of Education



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:

hools 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.

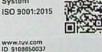


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Office of the Schools Division Superintendent

- 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 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	The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed.
Grade 10	Other Supporting Documents Class Record/Summary of Grades	LRN printed in the Completion Certificate SF5 and SF10 – ES should be consistent with the LRN in SF1. The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed.
	Note: Information in the	LRN printed in the Completion Certificate SF5 and SF10 – JHS should be consistent with the LRN in SF1.
Grade 12	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	Percen tage	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	• The minimum number of classes
Medium (300- 499)	30%	5	2	of the priority grade levels shall be determined through drawing
Large (500-799)	20%	6	3	of lots.
Very Large (800 -999(10%	7	4	For the Grade Levels, the classes shall also be determined through
Huge (1000 &	5%	8	5	drawing of lots as proportioned For Grade Levels with classes less
The Parameters to combined enroln For JHS, it is com	nent of Ki bined enr	nder, Grades 1 olment of Gra	de 7 and 10,	than the required minimum number of classes, all classes will undergo checking of forms



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Office of the Schools Division Superintendent

III. When & Where to Check

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

IV. Who will Check

The Division Checking Committee

Chairperson	1:	CID Chief/EPS representative	
Vice-Chairperson	:	SGOD Chief/PSDS of the District	
Member	1	Representative chosen by the DCC Chair	

V. Total Number of Days:

SCHOOL YEA	R 2021-	2022
October 2021		26
November 2021	:	24
December 2021		14
January 2022	1:	24
February 2022	:	17
March 2022	:	27
April 2022	1:	23
May 2022	:	15
June 2022	:	26
July 2022	1:	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 if this Memorandum is enjoined.



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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	1	
A. ALICIA B.	QUIMBOY	CID	A. PERPET	UA V. BARONGAN	CID
	ROYULADA	CID	LIEZL S.	CANCINO	CID
MARISSA		SGOD	DIANA	IRISH J. SOLIS	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
102143	Judit Et Olapite Es		102177	Pantal ES	medium
B. JANE T. C	AIAYON	CID			
	G. ROVILLOS	CID	B. EDWIN	I C. FERRER	CID
	C. MAIQUEZ	SGOD	LIBERT	Y G. ROXAS	CID
102150	Lucao ES	large	MITCH	IELLENE V. RIVO	SGOD
102151	Malued ES	large	102176	Lomboy ES	small
102151	Lasip Grande ES	small	102179	Salapingao ES	medium
	Juan P. Guadiz ES	small	102180	Suit ES	small
102181	Juan P. Guadiz ES		500055	Pugaro IS	medium
DISTRICT 2			DISTRICT	15	
	A N. DAROYA	CID	A. JAIME	C. SIAPNO	CID
	M. ERFELO	CID	CHER	RY A. CAYABYAB	CID
		SGOD	VLAD	IMIR C. PARAYNO	SGOD
	East Central IS	large	BETH	ANY VENICE S. BAUTISTA	SGOD
500053		small	300367	Bonuan Buquig NHS	large
152501	Tebeng ES	medium	300368	Dagupan City NHS	large
102155	Caranglaan ES	medium	300371	JJDVSTVSS	large
102163	Bolosan ES PGVES	medium			



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B. ROWEN	A 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. SO	CORRO 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. LEONAF	RDA J. MANANSALA	CID
ROSALI	ND R. LOMIBAO	CID
ISAGAN	I 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
GILLIANI	E 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. SOCO	RRO G. DIMALANTA	CID
JOANN L.	IIMENEZ	SGOD
ISAGANI D	. ROSARIO	SGOD
	PRIVATE SCHOOLS	



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REGIONI

e of the	dent	ols Division									
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SCHOOL NAM	ME:					ID:		DIS	TRICT:		
ble 1. Learner	Records Exami	ned/Reviewed									
Grade Level	Section	Name of Adviser	Date Checked	No. o Male	f Examined Femi	/Reviewed*		No. with Inc Supp Male	porting Do		% Accuracy*
			School Total								
Table 2 Learn	er Records with	Inconsistency/ies or Error	5								
Grade		VI V	N	a of Records	per Nature	of Error*		DC	C Observa	stion/Commer	nt or Technical
Level	Section	Name of Adviser	With Inco Supporting D			lith ency/Error	Total	-	As	ssistance Prov	ded
								3			
								-			
a nazinawa i MAczuracy refe	emperary Enrole rato the percento	ed Learners as defined in Deal ge of correct/consistent reco	ed Order No. 3 ± 20 rds divertatal recon	020 da examened or	reviewed						
Mepon Code	ers to the percento	ge of correct/consistent reco	ed Order No. 3 ± 21 rds över total recon	di exomined or							Annex
Aepon Code Table 3, Fe	STORE	/Moved In	Glöver total recon	du examined or		erly Form 133 Withou	7) a \$F10**		DCC Ob:		ment or Technica
Mepon Code	STORE	ge of correct/consistent reco	Wi Received w/in	Transfer of Sith SF10	SF10 (forme	Withou (For Tempo rom Private	rarity En	n Public	DCC Ob-	servation/Com Assistance	ment or Technica
Areport Code Table 3, Fo	STORE	/Moved In	volumentation recom	Transfer of 9	SF10 (forme	Withou (For Tempo	rarity En	rolled)	DCC Ob-		ment or Technica
Areport Code Table 3, Fo	STORE	/Moved In	Wi Received w/in	Transfer of Sith SF10	SF10 (forme	Withou (For Tempo rom Private	rarity En	n Public	DCC Obs		ment or Technica
Areport Code Table 3, Fo	STORE	/Moved In	Wi Received w/in	Transfer of Sith SF10	SF10 (forme	Withou (For Tempo rom Private	rarity En	n Public	DCC Obi		ment or Technica
Areport Code Table 3, Fo	STORE	/Moved In	Wi Received w/in	Transfer of Sith SF10	SF10 (forme	Withou (For Tempo rom Private	rarity En	n Public	DCC Ob:		ment or Technica
Table 3. Fe Grade Level	SFORE SFORE Transferred In Section	/Moved In Name of Adviser ALS-ARE Corofcate nowers.	Received w/in 30 days	Transfer of 5 th SF10 Received b 30 day	SF10 (forms	Without (For Tempo rom Private School	rarity En	n Public	DCC Obi		ment or Technica
Table 3. Fe Grade Level	SPORE Section Section Frankferred in	/Moved In Name of Adviser ALS-ASE Cerofaste no serv.	Will Received w/in 30 days	Transfer of 5 to 5510 Received b 30 day	SF10 (forme sevend F. S.	Without For Tempo room Private School	a SF10- rarily En Fror School	rolled) n Public k/SUC/LUC		Assistance	ment or Technica Provided
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Table 3, For Grade Level	SPORE Section Section Section FERT/PVT or Transferred in Section	/Moved In Name of Advisor ALS-ABE Certificate notices. (Moved in Learners Withon Name of Advisor	Received w/in 30 days	Transfer of : th SF10 Received b 30 day Form 137) or Name o	Temporaril	Without For Tempo room Private School	a SF10- rarity En From School	olled) n Public l/SUC/LUC	School	Assistance School ID	ment or Technica Provided



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Department of Education

REGION I SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division

RICTNAME:					505:			DIVI	SION:		
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le 2. Learner Records	with Inconsisten	ry/ies or Error									
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