



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMO No. 215 s. 2023

TO: Asst. Schools Division Superintendent
Chief, CID & SGOD
Education Program Supervisors
Public School District Supervisors
Unit/Section Heads
Public & Private School Heads/Principals (Elem & Sec)
All others concerned

FROM: **ROWENA C. BANZON, CESO V**
Schools Division Superintendent

DATE: May 31, 2023

SUBJECT: **DIVISION LEVEL CHECKING OF FORMS SY 2022-2023**

1. Relative to DepEd Memorandum No. 37, s. 2022 entitled **Resumption of Implementation of Policy on Checking of School Forms** as prescribed in DepEd Order No. 11 s. 2018 (**Guidelines on the Preparation and Checking of School Forms**), this Office directs the field to comply with the DepEd policy on resumption of checking the prescribed school forms.
2. The School Head/Principal should ensure that there is duly-constituted School Checking Committee (SCC), per DepEd Order No. 11 s. 2018
3. To support this standard operating procedure, the following shall comprise the Division Checking Committee (DCC) as stipulated in DepEd Order No. 11 s. 2018, together with the specific focus of each team/district:

DIVISION CHECKING COMMITTEE:

Chair: **Maria Linda R. Ventenilla**
Chief – CID
Co-Chair: **Edilberto R. Abalos**
Chief – SGOD



Address: DepEd SDO, Burgos St., Dagupan City
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Members: *(together with the area of focus)*

Graduating/Moving-up: June 26-30, 2023

Non Graduating: July 3-7, 2023

DISTRICT 1A	
LEONARDA J. MANANSALA	
MARISSA O. PEREZ	
DIANA IRISH J. SOLIS	
102149	Juan L. Siapno ES
102150	Lucao ES
102151	Malued ES
102152	West Central ES I
102153	West Central ES II
DISTRICT 2A	
DEBBIE C. GAN	
MA. SOCORRO G. DIMALANTA	
GILLIANE JESSA C. SABLE	
500053	East Central IS
102154	Bacayao Sur ES
102156	PGVES
102160	Pogo-Lasip ES
102158	Lasip Grande ES
DISTRICT 2B	
ROWENA O. LAPAAN	
SHERYL S. VILLACORTA	
102159	Mangin-Tebeng ES
102161	Tambac ES
152501	Tebeng ES
102155	Caranglaan ES

DISTRICT 3A	
JANE T. CAJAYON	
RENATA G. ROVILLOS	
VLADIMIR C. PARAYNO	
102162	Bliss ES
102165	Bonuan Buquig ES
102166	LFMES
500053	Federico N. Ceralde IS
DISTRICT 3B	
PERPETUA V. BARONGAN	
LIEZL S. CANCINO	
102171	Sabangan ES
102168	GGDPES
102170	North Central ES
DISTRICT 3C	
ALICIA B. QUIMBOY	
AGNES B. ROYULADO	
102169	Mamalingling ES
102163	Bolosan ES
102172	Salisay ES
102167	VQZES
DISTRICT 6	
MARIA LINDA R. VENTENILLA	
ISAGANI D. ROSARIO	
JOANN L. JIMENEZ	
ALL PRIVATE SCHOOL	

DISTRICT 4A	
ISABELITA N. DAROYA	
GEMMA M. ERFELO	
ELVIRA N. VILLAMOR	
102176	Lomboy ES
102180	Suit ES
500055	Pugaro IS
102177	Pantal ES
102179	Salapingao ES
DISTRICT 4B	
JAIME C. SIAPNO	
CHERRY A. CAYABYAB	
102181	Juan O. Guadiz ES
102173	T. Ayson-Rosario ES
102174	Calmay ES
102175	Carael ES
DISTRICT 5A-IHS	
RONIE G. BONAO	
ALFRED B. GONZALES	
HAYDEE C. MAIQUEZ	
DISTRICT 5A-SHS	
EDWIN R. FERRER	
LIBERTY G. ROXAS	
MITCHELLENE V. RIVO	
300367	Bonuan Boquig NHS
300368	Dagupan City NHS
300369	Carael NHS
300370	Salapingao NHS
300371	JJDVSTVSS



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4. The checking shall commence on Monday, June 26, 2023 until Friday, July 7, 2023. In case of schedule conflict, the specific timeframe and arrangement per day shall be communicated by the respective teams directly to the School Head/Principal concerned being the Chair of the School Checking Committee. Moreover, other teams/committees may assist/help other districts/schools due to time constraints.
5. Kindly take note that the chair and members of the School Checking Committee must be present during the checking of forms.
6. It is expected that all participants and stakeholders to this activity shall render commitment and give priority, mechanics and timelines set forth by this Office.
7. Immediate dissemination of this memorandum is hereby directed.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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I. What to Check

a. Moving Up/Graduates

Grade Level	Credentials	Consistency in SFs
Kindergarten	<ol style="list-style-type: none"> 1. Birth Certificate or its equivalent 2. LIS Generated SF1 3. LIS Generated SF5 4. SF4 5. SF10 6. Completion Certificate 	<p>The Omnibus Policy on Kindergarten (DO 47 s.2017 should be strictly observed) which is</p> <ul style="list-style-type: none"> • The child should be 5 years old as of October 31, 2022 <p>LRN printed in Completion Certificate and ECCD Checklist should be consistent with LRN in SF1</p>
Grade 6	<p>Certificate, Acceleration Certificate ECCD Checklist</p>	<p>The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed</p> <p>LRN printed in the Completion Certificate SF5 and Sf10 – ES should be consistent</p>
Grade 10	<p>Other supporting Documents Class Record/Summary of Grades</p>	<p>The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed.</p> <p>LRN printed in the Completion Certificate SF5 and SF10 – JHS should be consistent with the LRN in SF1</p>
Grade 12	<p>Note: Information in the SF1 is consistent with what is written in the Birth Certificate</p>	<p>The existing policies on promotion, retention, awarding of honors and acceleration should be strictly observed.</p> <p>LRN printed in the Completion Certificate/Diploma, SF5A, Sf5B and SF10-SHS should be consistent with the LRN in the SF1</p>



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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	Birth Completion Certificate & ECCD Checklist
Grade 7	Kinder 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 Acceleration/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 Grade Levels, the classes shall also be determined through drawing of lots as proportioned. For Grade Levels with classes less than 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	
<p>The Parameters used for this school classification is the combined enrolment of Kinder, Grade 1 & 6 for Elem. For JHS, it is combined enrolment of Grade 7 and 10, For SHS it is combined enrolment of Grade 11 & 12</p>				



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III. **When & Where to Check**

Schools	Date	Venue
Private Schools	June 26 – July 7, 2023	Depending upon the agreement with the DCC
Public Schools	Graduating/Moving-Up: June 26-30, 2023 Non Graduating: July 3-7, 2023	

IV. **Who will Check**

The Division Checking Committee

Chairperson	:	CID Chief
Co-Chairperson	:	SGOD Chief
Member	:	Representative chosen by the DCC Chair

V. **Total Number of Days:**

SCHOOL YEAR 2021-2022		
August 2022	:	7
September 2022	:	22
October 2022	:	21
November 2022	:	20
December 2022	:	11
January 2023	:	20
February 2023	:	14
March 2023	:	22
April 2023	:	18
May 2023	:	22
June 2023	:	21
July 2023	:	5
TOTAL		203

- 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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Report Code: SFCR1

SCHOOL FORMS CHECKING REPORT

SCHOOL NAME: _____ SCHOOL ID: _____ DISTRICT: _____

Table 1. Learner Records Examined/Reviewed

Grade Level	Section	Name of Adviser	Date Checked	No. of Examined/Reviewed*			No. with Inconsistency or Incomplete Supporting Documents			% Accuracy**
				Male	Female	Total	Male	Female	Total	
School Total										

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 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 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)

CONSOLIDATED DIVISION SCHOOL FORMS CHECKING REPORT

DIVISION : _____

SDS: _____

REGION: _____

Table 1. Learner Records Examined/Reviewed

District Name / Cluster	Name of PSDS/In-charge	Date Completed	No. of Examined/Reviewed*			No. with Inconsistency or Incomplete Supporting Documents			% Accuracy**
			Male	Female	Total	Male	Female	Total	
Division Total									

Table 2. Learner Records with Inconsistency/ies or Error

District Name / Cluster	Name of PSDS/In-charge	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 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

District Name / Cluster	Name of PSDS/In-charge	Transfer of SF10 (formerly Form 137)				DCC Observation/Comment or Technical Assistance Provided
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		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.

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:

Date Completed (Division Level):

Chairperson

Vice Chair/s

Member

Member

Member

Endorsed by:

Assistant Schools Division Superintendent

Date Submitted to the Office of the SDS

Important: Deadline of submission to the office of the SDS is on or before the second Monday of May of each SY