



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
City Hall Compound, Dagupan Centro, Tabuk City



**DIVISION MEMORANDUM**

No. 46 s. 2019

**TO: OIC-ASDS**  
**OIC-Chief Education Supervisor, CID**  
**Chief Education Supervisor, SGOD**  
**Education Program Supervisors**  
**School heads of public and private elementary, secondary and senior high schools**  
**Section and Unit Heads**  
**All Others Concerned**

**FROM:**   
**BENEDICTA B. GAMATERO**  
OIC-Schools Division Superintendent

**DATE:** March 5, 2019

**SUBJECT: Preparation and Checking of School Forms**

1. This has reference to DepEd Order No. 11, s. 2018 regarding the guidelines on the preparation, updating and evaluation of school forms in basic education starting end of School Year 2017-2018. The said guidelines are anchored on the principles of accountability, accuracy and reliability of data, and efficiency. Furthermore, these guidelines shall reduce the time and effort of school personnel spent for clerical tasks and records management without compromising the accuracy of learners' information and quality of school forms.

2. In this connection, in order to facilitate the timely, consistent and quality checking of school forms, please be informed that the following personnel compose the Division Checking Committee (DCC), to wit:

Chair	OIC-Chief of Curriculum Implementation Division		
Co-Chairs:	Chief of Schools Governance and Operations Division		
	Public Schools District Supervisors		
<b>DIVISION PERSONNEL ASSIGNED PER DISTRICT</b>			
NTD 1	Corazon Bravo	Felicisimo Felix	Ana Marie Bucahan, Jocelyn Lomeng, Ramil Tugas Marilyn Balais
NTD 2	Henry Alunday	Thelma Galicia	Agustina Lomeng Olivia Alngag Bernadette Belandres Claire Moscoso
ETD 1	Joan Ranjo	Ma. Lourdes Antonio	Frances Gacuya Jocelyn Dakiwag Remalou Donglayan Rubelyn Calventas



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ETD 2	Emily Langkit	Maribel Bravo	Federico Flores Ma. Michelle Sarol Roscel Lingbawan
ETD 3	Agustina Loton	Cresencia Naroy	Efren Danag Socorro Macaso Joan Banggawan Joey Dela Cruz Agustina Bangit
STD 1	Robert Binha-on	Marionette Dooma	Dr. Benita Velo James Ceasar Dayao Femalyn Mejia Delilah Lozano
STD 2	Cornelia Peralta	Josefina Balisong	Romeo Agagon Menchie Gamongan Warren Parungao Christina Macusi
STD 3	Ferdinand Malagyab	Nicasio Sumarita	Deewaii Bagayao Jingle Suyao Thelma Bonilla Rhovelyn Pittong
WTD 1	Herminia Dapeg	Emmanuel Ubuan	Ramonchito Soriano Joan Reyes Artici Ronquillo Victoria Dagson
WTD 2	Karen Tabanganay	Helen Orap	Kenneth Atiwag Jona Lang-ay Rosalia Miranda Haydee Liza Dubla

3. The DCC shall focus on checking the availability of supporting documents for entry grade levels (Kinder, Grade 1, Grade 7 and Grade 11) and learners who transferred in or moved in for other grade levels.

Grade Level	Supporting Documents
<b>Kinder</b>	Birth Certificate (5 years old within the school year)
<b>Grade 1</b>	Kinder Completion Certificate and ECCD Checklist
<b>Grade 7</b>	Elementary Completion Certificate or SF10-ES
<b>Grade 11</b>	JHS Moving Up Certificate of SF10-JHS
<b>Transferred In or Moved In to other Grade Levels</b>	SF10 with Attached Certificate
<b>For Accelerated/ DepEd Assessment Passers</b>	PEPT/ PVT Rating of ALS A&E Equivalency Certificate

**The DCC shall also focus in checking the correctness of the School Forms (SF1, SF2, SF4, SF5, SF6, SF9, SF10).**

4. In line with this, it is the School Checking Committee (SCC) is expected to conduct the pre-checking of forms in their respective school prior to the checking of school forms by the DCC. Moreover, the SCC may submit the forms and the necessary supporting documents which they have already checked together with the duly accomplished SFCR1 to the Division Office for the DCC to check and validate on the following schedule:



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DATE	GRADE	DISTRICT	VENUE
March 19, 2019	Grade 12	All Districts	District Office
March 20, 2019	Grade 10	All Districts	District Office
March 21, 2019	Grade 6 and Kinder	All Districts	District Office
March 22, 2019	Grade 6 and Kinder	All Districts	District Office
March 25- April 12, 2019	(Dependent of the Opening of the EOSY) All other grade levels, venue, and other details will be communicated later.		

5. For information and guidance.