



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



June 7, 2022

DIVISION MEMORANDUM
No. 000228, s. 2022

CHECKING OF SCHOOL FORMS FOR SCHOOL YEAR 2021-2022

TO : OIC-Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elem. and Sec. School Heads
All Others Concerned

1. In connection with the **DepEd Memorandum No. 37, s. 2022** titled **Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms)** dated April 22, 2022, this Division shall resume the onsite conduct of the annual checking of school forms for SY 2021-2022.
2. In this regard, all school checking committee members are expected to conduct a pre-checking activity of the **Summary of Tasks and Reference Documents (Table 2)** and the protocols during the **Reading and Checking of Forms (paragraph B.1)**.
3. The division checking committee members shall focus on **Areas of Checking and Means of Validation** specified in paragraph B.2, of the above cited DepEd issuances.
4. All checking committee members are reminded to focus and be keen on checking the contents of the forms and not on the aesthetics. Nonetheless, all schools are enjoined to comply with the prescribed format.
5. Below is the schedule of activities:

| ACTIVITY | SCHEDULE |
|-------------------------------|--|
| 1. School Checking of Forms | June 13-17, 2022 |
| 2. Division Checking of Forms | June 20-24, 2022 June 27-July 1, 2022 |



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
f DepEd Tayo Occidental Mindoro

SGOD/PRS/SYT

6. Please see Enclosures for your reference:

Enclosure No. 1 - Composition of Division Checking Committee (DCC)

Enclosure No. 2 - List of Schools for Division Checking of Forms.

7. Annual checking of forms shall be done at the school level by school and division checking committee **ONLY**, provided, that health and safety protocols shall be observed.

8. Schools not included in the attached enclosures are advised to finish the process of the said activity.

9. Chief Education Supervisors may choose their preferred school to monitor.


10. The DCC in charge shall coordinate with the identified schools with regard to schedule.

11. Preparation of travel orders shall be done by functional division.

12. Immediate dissemination of and strict compliance with this Memorandum are desired.



LYNN G. MENDOZA

Asst. Schools Division Superintendent 
OIC, Office of the Schools Division Superintendent

Composition of Division Checking Committee (DCC)

- Chair - Raquel P. Girao
Chief, Curriculum and Implementation Division (CID)
- Vice-Chairs - Aniceto N. Parojinog
Chief, School Governance and Operations Division (SGOD)
- Emmanuel B. Flores, Public Schools District Supervisor
Rosalie Tiuzen, Public Schools District Supervisor
Evelyn Barrientos, Public Schools District Supervisor
Marilyn S. Pille, Public Schools District Supervisor
Ma. Nona T. Feliciano, Public Schools District Supervisor
Ferdinand Gotoy, Public Schools District Supervisor
Cecille V. Jose, Public Schools District Supervisor
Menia Q. Gamboa, Public Schools District Supervisor
Joel Bercasio, Public Schools District Supervisor
Manuel F. Padilla, Public Schools District Supervisor
- Members - Eduardo D. Ellarma, Education Program Supervisor
Adelardo Malaluan, Education Program Supervisor
Johnna I. Tajonera, Education Program Supervisor
Merly A. Razon, Education Program Supervisor
Jovita Q. Paquibot, Education Program Supervisor
Myla Suguitan, Education Program Supervisor
Mary Queen T. Bernardo, Education Program Supervisor
Victor Causapin, Education Program Supervisor
Marilou Pandino, Senior Education Program Specialist
Simplicia V. Javate, Senior Education Program Specialist
Eloisa C. Farenas, Senior Education Program Specialist
Shalee Y. Tadeja, Senior Education Program Specialist
Leonard P. Ramos, Education Program Specialist II
Leny Sumugat, Education Program Specialist II
Ferdinand Alcaraz, Education Program Specialist II
Marnel Balderas, Education Program Specialist II
Jennifer M. Magtoto, Program Development Officer II
Rizza Marie Bunag, Librarian II

List of Schools for Division Checking of Forms

| DISTRICT | SCHOOL | DCC IN-CHARGE |
|-----------------|--|--|
| Abra de Ilog | Camurong ES Abra de Ilog CS Pambuhan Village HS Abra de Ilog NHS Cabacao NHS | Emmanuel B. Flores, PSDS Jovita Paquibot, EPS Leny Sumugat, EPS |
| Calintaan | Alipondo ES Calintaan CS Calintaan NHS Iriron NHS Malpalon NHS | Ma. Nona T. Feliciano, PSDS Myla Suguitan, EPS Victor Causapin |
| Looc | Balikyas ES Looc CS Tabao ES Looc NHS Looc NSOF | Evelyn Barrientos, PSDS Eduardo Ellarma, EPS Aniceto N. Projinog, CES |
| Lubang | Tilik ES - Balatan Lubang IS Lubang VHS Lubang VHS - Cabra Tilik NHS | Evelyn Barrientos, PSDS Eduardo Ellarma, EPS Aniceto N. Projinog, CES |
| Magsaysay | Garza ES Magsaysay CS Magsaysay NHS Magsaysay NHS - Purnaga Paclolo NHS | Ferdinand Gotoy, PSDS Raizza Marie Bunag Librarian II Leonard P. Ramos, EPS II |
| Mamburao | Mamburao CS Payompon ES - Dapi Annex Puricon ES Talapa ES Occ. Mindoro NHS | Rosalie Tiuzen, PSDS Mary Queen T. Bernardo, EPS Shalee Y. Tadeja, SEPS |
| Paluan | Absukot ES Kalangigan ES Kalansan ES Paluan CS Paluan NHS | Emmanuel B. Flores, PSDS Jovita Paquibot, EPS Leny Sumugat, EPS |
| Rizal | Panlabayan ES Sto. Nino ES Tiktihan ES Rizal NHS Manoot NHS | Cecille V. Jose, PSDS Adelardo Malaluan, EPS Victor Causapin |
| Sablayan South | Sablayan PPF ES Sablayan CS Ligaya NHS Paulino Legaspi Sr. MNHS San Vicente NHS - Yapang | Marilyn S. Pille, PSDS Johnna I. Tajonera, EPS Simplicia V. Javate, SEPS |
| Sablayan North | Buenavista ES Inawa Panaynep ES Prudencio Gadiano NHS Sablayan CNHS San Vicente NHS | Marilyn S. Pille, PSDS Merly A. Razon, EPS Simplicia V. Javate, SEPS |

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| | | |
|----------------|---|---|
| San Jose East | San Roque 2 ES San Jose Pilot ES San Jose NHS Pedro T. Mendiola Sr. MNHS Bubog NHS | Menia Q. Gamboa, PSDS Elizabeth Delas Alas, EPS Jennifer M. Magtoto, PDO II |
| San Jose West | Himamara ES Pag-Asa ES Mangarin NHS Mapaya NHS San Jose NAIHS | Menia Q. Gamboa, PSDS Marnel Balderas, EPS II Jennifer M. Magtoto, PDO II |
| San Jose South | Silom ES Caminawit CS Ambulong IS Caminawit NHS Iling NHS | Manuel F. Padilla, PSDS Elizabeth Delas Alas, EPS Marilou Pandino, SEPS |
| San Jose North | Taganop ES Yabat ES Siete Central ES Central NHS La Curva NHS | Joel Bercasio, PSDS Ferdinand Alcaraz, EPS II Eloisa C. Farenas, SEPS |
| Sta. Cruz | Ke-Uring ES Sta. Cruz CS Barahan NHS Pinaturilan NHS Sta. Cruz NHS | Rosalie Tiuzen, PSDS Mary Queen T. Bernardo, EPS Shalee Y. Tadeja, SEPS |



Republic of the Philippines
Department of Education

22 APR 2022

DepEd MEMORANDUM
No. **037**, s. 2022

RESUMPTION OF IMPLEMENTATION OF THE POLICY ON CHECKING OF SCHOOL FORMS AS PRESCRIBED IN DEPED ORDER NO. 11, S. 2018 (GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In support to the implementation of Basic Education-Learning Continuity Plan (BE-LCP), the Department of Education (DepEd) issued the Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year (SY) 2020-2021 through DepEd Memorandum (DM) No. 014, s. 2021. The interim guidelines introduced the customized set of school forms that gather information relevant to the delivery of distance learning through various modalities at the school level. These interim guidelines suspended the conduct of physical checking of school forms and only allowed the virtual/online checking instead at the school level by the School Checking Committee (SCC) as a measure to protect the health and wellness of school personnel against COVID-19.

2. As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Department is resuming the onsite conduct of the annual checking of school forms for SY 2021-2022 with the participation of the Division Checking Committee (DCC). This is in pursuance to DepEd Order (DO) No. 11, s. 2018 titled Guidelines on the Preparation and Checking of School Forms particularly, Section V., Paragraph A1, B2, and C2.

3. Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools and offices, the checking committees shall perform the physical checking of school forms with the presence of the class adviser and examine the document vis-à-vis the Learner Information System (LIS) data as appropriate. Below are the allowed activities during checking depending on IATF assessment of alert levels.

| Alert Level 1 | Alert Level 2 | Alert Level 3 and above |
|---|--|---|
| Onsite physical checking of school forms of SCC and DCC as prescribed in DO 11, s. 2018 | Combination of onsite and online checking of school forms depending on the gravity of COVID-19 situation in the locality. DCC is required to | Online checking of school forms of SCC. DCC is not required to participate as stipulated in DM 014, s. 2021 |

| | | |
|--|---|--|
| | participate as prescribed in DO 11, s. 2018 | |
|--|---|--|

4. At the end of the checking activity, the DCC shall ensure that the School Forms Checking Reports (SFCR1 and SFCR 2) are properly prepared and submitted to the Office of the Schools Division Superintendent as per DO 11, s. 2018, Section V., Paragraph C.2.

- a. The DCC is also instructed to include in their activity report the observed implementation of the following recently issued policies related to school report preparations and LIS updating:

| Focus of Validation | Policy References |
|---|--|
| i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected) | <ul style="list-style-type: none"> • DO 020, s. 2018 - Amendment to DepEd Order No. 47, s. 2016 • DO 47, s. 2016 - Omnibus Policy on Kindergarten Education • DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency due to COVID-19 |
| ii. Proper Preparation of SF10 such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SF10 with available grading boxes for continuous updating (except Grades 6 and 10 completers) | <ul style="list-style-type: none"> • DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records • DO 4, s. 2014 - Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2012-2014 |
| iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available) | <ul style="list-style-type: none"> • DO 54, s. 2016 - Guidelines on the Transfer of Learners' School Records • DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records |
| iv. Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school. | <ul style="list-style-type: none"> • DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency Due to COVID-19 |

b. Compliance Monitoring Report shall indicate the following information using the suggested format below.

| Area of Validation | Observed Implementation | Recommendation/ Remark |
|-------------------------------------|--|---|
| (Sample data) Kinder Age Cut-off | (Sample data) Strictly observed in most schools | (Sample data) Need to extend continuous Technical Assistance |

5. All applicable provisions on DM 014, s. 2021 titled **Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021** are extended for SY 2022-2023 with consideration to Paragraph 2.b. Checking of School Forms as elaborated in Paragraph 3 of this policy.

6. For any clarifications or inquiries, please contact the **Planning Service**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.od@deped.gov.ph or at telephone number (02) 8687-2744.

7. Immediate dissemination of this Memorandum is desired.




LEONOR MAGTOLIS BRIONES
Secretary

References:

DepEd Order: (Nos. 032, s. 2021; 020 and 11, s. 2018; 58, s. 2017; 54 and 47, s. 2016 and 4, s. 2014)
DepEd Memorandum (No. 014, s. 2021)

To be indicated in the Perpetual Index under the following subjects:

BASIC EDUCATION
DATA
FORMS
LEARNERS
REPORTS
SCHOOLS