



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NOR

March 24, 2025

**DIVISION MEMORANDUM**

No. **0074** s. **2025**

**CHECKING OF SCHOOL FORMS FOR SCHOOL YEAR 2024-2025**

To: Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent  
Eduard C. Amoguis, Curriculum Implementation Division Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
Public and Private Schools

1. The Department of Education (DepEd) hereby prescribes the standard process and protocols in the preparation, evaluation, and updating of school forms conducted at the end of every school year to provide a reliable assurance mechanism of learner information, ensure the quality and timeliness of school reports, and reduce the resources spent for clerical and records management.
2. DepEd Memorandum No. 37 s. 2022 known as **Resumption of the implementation of the Policy on Checking of SFs as prescribed in DO 11 s. 2018 (Guidelines on the preparation and Checking of School Forms)** shall be referred to, while at the end of the checking activity, the DCC shall ensure that the School Forms Checking Reports (SFCR 1 and SFCR 2) are properly prepared and submitted to the office of SDS as per DO 11 s. 2018 section V paragraph C.2.
3. 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.
  - a. Kinder Age Cut-Off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate reports that some schools are accepting under aged learner for kinder and that deliberately hide in the system to avoid being detected)
  - b. 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)
  - c. Transfer of Documents 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)
4. For the composition of the School Checking Committee and Division Checking Committee including the School Size Sampling Guide please refer to DO 11 s. 2018.
5. To fasttrack the checking of forms in the Division, the District Checking Committee (DiCC) has established to intensify the checking of school forms in their respective district which comprise of the following:

Chair: Public Schools District Supervisor  
Vice Chair: Education Program Supervisor (district matrix assignment)  
Members: Central School Principal of the schools-district  
Two (2) Master Teachers of the schools-district



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The checking of School of Forms shall commence as soon as all SFs are already available and had checked by the School Checking Committee.

6. All applicable provisions on DepEd Memo No. 14 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 the consideration to Paragraph 2.b Checking of School Forms as elaborated in Paragraph 3 of DepEd Memo No. 37 s. 2022. Considering the declaration of Alert Level 1 as per IATF Assessment of alert levels for Davao del Norte of which Onsite physical checking of school forms of SCC and DCC as prescribed in DO 11 s. 2018.
7. Simple food or refreshment served during the checking of forms by the Division Checking Committee may be charged against School MOOE or school canteen funds, subject to the usual accounting and auditing rules and regulations. Under no circumstances shall the checking of forms place undue financial burden on the teachers or learners, and no contribution in any form shall be collected from them.
8. Transportation expenses incurred by the DCC or any deputized representatives may be reimbursed against SDO funds, subject to the usual accounting and auditing rules and regulations.
9. For immediate and wide dissemination of this memorandum is desired

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

  
**ROSALINDA N. DIONIO**  
Administrative Officer V



CID/eca

References:

FN: Memo on Checking of Forms 2024-2025

DepEd Order: (Nos. 032, s. 2021; 020 and 11, s. 2018; 58, s. 2017; 54 and 47 s. 2016 and 4, s. 2014, DeEd Memo 014, s. 2021, DepEd Memo 037, s. 2022)



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