



26-12014

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No 092 s. 2026

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Others Concerned

Subject: **CHECKING AND FINALIZATION OF DEPED SCHOOL FORMS FOR SCHOOL YEAR 2025-2026**

Date: March 4, 2026

1. This memorandum aims to ensure compliance with DepEd regulations on the preparation, validation, and finalization of all required school forms for School Year (SY) 2025-2026. All forms must be thoroughly reviewed and confirmed prior to the finalization of School Report Cards (SRCs) and commencement of diploma preparations.
2. Effective preparation hinges on proactive checking of school forms; this critical initial review ensures that all data is consistent and complete, setting the stage for seamless adherence to DepEd Order No. 8, s. 2015 – Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program; DepEd Order No. 35, s. 2016 – Revised Guidelines on the Preparation and Submission of School Forms, DepEd Order No. 14, s. 2023 – Updated Guidelines on the Management and Validation of Learner Information System (LIS) Data and School Forms, DepEd Memorandum No. 22, s. 2025 – Guidelines on the Finalization of School Documents for SY 2025-2026
3. All school forms must be fully checked, validated, and finalized not later than March 20, 2026 to allow sufficient time for the preparation of School Report Cards and diplomas in accordance with DepEd schedules.
4. The Division Office shall conduct spot checks and validation audits to ensure adherence to this memorandum. Non-compliant schools may face delays in the release of official documents for learners.
5. Attached herewith are the functions and responsibilities of the responsible committees.
6. For immediate dissemination and strict compliance of all concerned.

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Office of the Schools Division Superintendent

Enclosure: As stated
cid/eca
Fn: Checking of SchoolForms



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Enclosure 1. Duties and Functions of the Checking Committees

A. SCHOOL-LEVEL CHECKING COMMITTEE (Chaired by the School Head)

- Oversee the overall preparation, review, and validation of all DepEd forms at the school level
- Ensure accuracy and consistency of learner data across all forms and the LIS
- Verify compliance with all relevant DepEd issuances
- Coordinate with teachers and non-teaching staff to resolve data discrepancies
- Submit validated forms to the district-level sub-committee for final review
- Ensure all school forms are finalized before initiating SRC and diploma processing

B. DISTRICT-LEVEL SUB-COMMITTEE (Chaired by the Public Schools District Supervisor/PSDS)

- Conduct a secondary review of all school forms submitted by schools within the district
- Cross-validate data against LIS records and division-level benchmarks
- Provide technical assistance to schools in correcting errors or addressing non-compliance
- Consolidate district-wide reports on form submission and validation status
- Submit cleared school forms and summary reports to the Division Office
- Monitor compliance with the deadline for form finalization relative to SRC and diploma preparations.

C. DIVISION CHECKING COMMITTEE (Chaired by the CID Chief Education Supervisor)

- Conduct final validation and quality assurance of all school forms and reports submitted by the district-level sub-committees.
- Reconcile data discrepancies identified at the division level with LIS and other official records.
- Provide policy interpretation and guidance on complex cases of non-compliance or data issues.
- Approve the final consolidated report on the status of school form checking and finalization for the entire division.
- Ensure all processes align with national DepEd policies and standards.
- Authorize the finalization of School Report Cards and commencement of diploma preparations across the division.