



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

DEPED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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Office of the Schools Division Superintendent

June 15, 2022

DIVISION MEMORANDUM

No. 763, s. 2022

RESUMPTION OF IMPLEMENTATION OF THE POLICY ON CHECKING OF SCHOOL FORMS AND COMPOSITION OF THE DIVISION CHECKING COMMITTEE (DCC)

To: Assistant Schools Division Superintendent
 Chief Curriculum Implementation Division
 Chief School Governance and Operation Division
 Education Programs Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads

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.

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 No. 11, s. 2018 titled "Guidelines on the Preparation and Checking of School Forms (SFs) particularly, Section V, Paragraph A1, B2, and C2.

To facilitate the timely, consistent and quality checking of School Forms the Division Checking Committee DCC is constituted as follows:

- | | | |
|-------------|--|---------------------------------|
| Chairperson | : Dr. Eduard C. Amoguis | -CID Chief |
| Vice Chair | : Mr. Ramel M. Pilo | -SGOD Chief |
| Members | All Education Program Supervisor (EPSs) | |
| | All Public School District Supervisors (PSDSS) | |
| | Ms. Melanie O. Mandin | -SEPS for Planning and Research |
| | Ms. Suemarie G. Dacuyucy | -Division Planning Officer |

In order to maximize the checking activities of the committee, each member of the DCC and selected school heads shall be deputized to cover all schools in the district within the time schedule. Please refer to the attached sheet for the composition.

The schedule of the Checking of School Forms shall be done simultaneously from **July 4 to July 8, 2022**.

Travel expenses incurred during the activity shall be charged to Division or School MOOE subject to the usual accounting and auditing rules and regulations.

Wide and immediate dissemination of this memorandum to all concerned is desired.


DEE D. SILVA, DPA, CESO V
 Schools Division Superintendent

FN: Checking of forms



ASSIGNMENT OF THE DIVISION CHECKING COMMITTEE (DCC)

Asuncion	Dr. Grace Santa T. Daclan	-EPS
	Mr. Jose Melendres	-PSDS
	Dr. Shirley Neri	-Principal IV
	Dr. Aser M. Samsona	-Principal IV
B.E. Dujali	Dr. Medos O. Jala	-EPS
	Dr. Jocelyn Cadiante	-Principal III/DCP
	Mr. Joseph Henry Tuna	-Principal II
	Ms. Dominador P. Alagdon	-Principal IV
Carmen	Ms. Gloria B. Subong	-EPS
	Mr. Noli T. De Felipe	-PSDS
	Ms. Rizalina Arcena	-Principal II
	Dr. Lordelyn Buyo	-Principal IV
Kapalong East	Dr. Evelyn Grace Labasan	-EPS
	Mr. Marlon Ebrado	-PSDS
	Mr. Randy Lumapat	-Principal II
	Ms. Edna Figuracion	-Principal II
Kapalong West	Ms. Liezl Josol	-EPS
	Mr. Justo Villaver	-Principal III
	Ms. Rhoda N. Rosete	-Principal II
	Mr. Bayani Escoton	-Head Teacher
Langilan	Dr. Allen T. Guilaran	-EPS
	Dr. Ronnie Publico	-PSDS
	Ms. Benjelita Batao	-Head Teacher
	Mr. Ruben Palomata	-Head Teacher
New Corella	Ms. Marlyn A. Publico	-EPS
	Mr. Bernardo Boyles	-PSDS
	Dr. Hilda Ermias	-Principal IV
	Ms. Raquel Tagalinao	-Principal II
San Isidro	Dr. Ana N. Redaniel	-PSDS
	Mr. Ramil M. Torsino	-Principal III
	Mr. Allan Paglinawan	-Head Teacher
	Ms. Irma Llevado	-Principal I
Sto. Tomas East	Dr. Divina P. Dela Cueva	-PSDS
	Ms. Ligaya A. Bolo	-Principal II
	Ms. Jerlyn S. Baconga	-Principal I
	Dr. Agnes Macaso	-Principal II
Sto. Tomas West	Mr. Clemente E. Timbal	-PSDS
	Dr. Ernie Aguan	-EPS
	Mr. Ricardo Olmedo	-Principal IV
	Dr. Ernie Caas	-Principal III
Talaingod	Ms. Lourdes Alvarez	-EPS
	Dr. Dominic Dizon	-PSDS
	Ms. Erlyn P. Maldo	-Principal I
	Ms. Christine Paulican	-Head Teacher





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	
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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:

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