



DIVISION MEMORANDUM

**DIVISION MEMORANDUM
DM-2020-054**

TO : Members of the Division Checking Committee (DCC)
Members of the Division Sub-Checking Committees
Heads of Public and Private Elementary and Secondary Schools

FROM : Office of the Schools Division Superintendent

SUBJECT : Guidelines on the Checking of School Forms for SY 2019–2020

DATE : January 29, 2020

1. This Schools Division hereby issues the guidelines on the preparation and checking of School Forms for SY 2019-2020:

a. The Division Checking Committee shall be composed of the following:

Chair: Dr. Wilfredo E. Sindayen
Vice Chair: Dr. Arturo R. Viray
Members: Dr. Orlando I. Guerrero
Mrs. Cecilia M. Nisperos
Dr. Ronald B. Radoc
Dr. Diana Marie G. Oiguan
Mrs. Marife A. Viray

b. The Sub-Committees who will act as checkers are the following:

CLUSTER I	
CID	SGOD
Dr. Orlando I. Guerrero	Dr. Diana Marie G. Oiguan
Ms. Elisa R. Ranoy	Mrs. Geraldine T. Raon
Mr. Arleen R. Alcantara	Mrs. Virginia T. Anselmo
Mrs. Leila T. Capitle	Mrs. Cherrie G. Sindayen
Mrs. Emelyn D. Razote	Dr. Stephanie P. Ferrer
Mrs. Frelinda R. Medrano	Mrs. Josephine L. Adviento
Dr. Concepcion R. Caracas	Mrs. Diana E. Gerolaguin
Mr. Bernard P. Bacolcol	

CLUSTER II	
CID	SGOD
Mrs. Elnora T. Raroque	Mrs. Marife A. Viray
Dr. Aleta C. Begonia	Mr. Noel A. Gerolaguin
Mrs. Gladys C. Maizano	Mr. Dexter G. Domaguin
Mrs. Ligaya R. Ison	Mrs. Florence B. Perez
Mrs. Jackeline R. Bermundo	Dr. Sherryl R. Valdez
Mrs. Jinky F. Ubando	Mr. Mansour B. Ragudos
Mrs. Belinda R. Rabanillo	Mr. Brando A. Cabatbat
Mrs. Digna R. Basobas	Mrs. Shirley P. Enerva





CLUSTER III	
CID	SGOD
Dr. Ronald B. Radoc	Mr. Keith V. Garcia
Dr. Edna C. Caserial	Mr. Rolando R. Viray
Dr. Miguel G. Gellado, Jr.	Mr. Jimmy Brondial
Dr. Jerry R. Jimenez	Mrs. Gina R. Mendez
Mrs. Nancy A. Balgua	Mrs. Zita C. Balgua
Mrs. Genalyn P. Tobias	Mrs. Nancy A. Bravo
Mrs. Elizabeth A. Tandec	Mrs. Amparo D. Reynaldo
Mrs. Rosemarie E. Sison	Mrs. Marites R. Rabaja

CLUSTER IV (Public Secondary)	
CID	SGOD
Mrs. Cecilia M. Nisperos	Mrs. Soledad P. Peralta
Dr. Adolfo B. Medrano	Dr. Jose Gerardo R. Garcia
Mr. Ricardo D. Adviento	Mr. Edward B. Finez
Mr. Rey B. Pascua	Mrs. Ruby Lee T. Pison
Mr. Ronald R. Balgua	Mrs. Perla N. Pascua
Dr. Robert V. Flores	Mrs. Rowena R. Signey

CLUSTER V (Private Elementary)	
CID	SGOD
Dr. Orlando I. Guerrero	Mr. Mario D. Rantayo
Ms. Jessica D. Espelita	Mrs. Febelina V. Jimenez
Mr. Elmer John R. Gonzales	Mrs. Liberty C. Estrada
Ptr. Noemi B. Villanueva	Mrs. Irene L. Mejia
Ms. Caroline Rose Soriano	Mrs. Virginia D. Laudencio
Ms. Lina M. Buaga	Mrs. Ma. Rosario J. Purdy
Mrs. Angelina R. Rapatalo	Ms. Margie N. Tesoro

CLUSTER VI (Private Secondary)	
CID	SGOD
Dr. Orlando I. Guerrero	Mr. Mario D. Rantayo
Ms. Lina M. Buaga	MS. Mary Ann D. De Guzman
Mrs. Febelina V. Jimenez	Mr. Christian Reybens M. Morante
Ms. Ellen P. De Ocampo	Ms. Chona Vergara

- c. A Checking Committee shall also be created at the school level with the following composition:

Chair: School Head
Vice Chairs: For LIS / BEIS
 For Curriculum and Assessment
Members: (2 Teachers/Advisers)

- d. Schools with Three (3) or more sections in each grade level may organize sub-committees composed of the class advisers and the subject teachers





Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
Alaminos City
DIVISION MEMORANDUM



Document Code: **SDO-ALC-OSDS-SDS-QF-001**
Revision: 00
Effectivity Date: 11-16-2018

- e. Below is the Summary of Tasks and Reference Documents at the school level as cited in DO No. 11, s. 2018:

Responsible Person/s	References (Documents to be Checked)	Output (Reports/Forms to be Validated)
Class Advisers	<p>Compile supporting documents particularly on the learner's eligibility for admission, such as:</p> <ul style="list-style-type: none"> • PSA Birth Certificate/other equivalent document • SF9 (formerly Form 138) and SF10 (formerly Form 137), or ECCD Checklist, Kindergarten Progress Report, and Certificate of Completion for Kinder • PEPT/PVT/A&E Certificate (if applicable) 	<p>Ensure that the following SFs generated from the LIS are correct:</p> <ul style="list-style-type: none"> • SF1 – School Register • SF2 – Learner Daily Attendance Report (for the months of February and March only) • SF5 – Report on Promotion and Level of Proficiency (including SF5-K, SF5A-SHS and SF5B-SHS for Grade 12)
School Heads	<p>Prepare Summary Report using the following references provided by the class advisers:</p> <ul style="list-style-type: none"> • SF1 – School Register • SF2 – Learner Daily Attendance Report (for the months of February and March only) • SF5 – Report on Promotion and Level of Proficiency (including SF5-K, SF5A-SHS and SF5B-SHS for Grade 12, as appropriate) 	<p>Ensure that the following SFs generated from the LIS are correct:</p> <ul style="list-style-type: none"> • SF4 – Monthly Learner Movement and Attendance Report (for the months of February and March only) • SF6 – Summarized Report on Promotion and Level of Proficiency

- f. The SCC shall start the school-level checking immediately after the tabulation of the 4th quarter examination results for the grade levels that shall move up / graduate (Kinder, Grades 6, 10 & 12).
- g. Awards and certificates of learners in graduating / moving up levels (Kinder, 6, 10, 12) should be checked against the SF1 for consistency.
- h. The DCC shall conduct the Division Level Checking of Forms for grade levels that shall move-up / graduate (Kinder, Grade 6, 10 & 12) for all schools on **March 23-24, 2020** starting at **8:00 AM** onwards to be held simultaneously at the following venues:
1. Cluster I – Alaminos Central School
 2. Cluster II – SDO Library Hub
 3. Cluster III – Lucap Elementary School
 4. Cluster IV (Public Secondary) – SDO Library Hub
 5. Cluster V (Private Elementary) – SDO Conference Room
 6. Cluster VI (Private Secondary) – SDO Conference Room
- i. The checking for other grade levels for all schools shall be done simultaneously on **March 26-27, 2020** which will also begin at **8:00 AM** onwards to be held on the same venues mentioned in Paragraph h.
- j. As per DepEd Order No. 11, s. 2018, the following shall be observed:





Republic of the Philippines
 Department of Education
 Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
 Alaminos City
DIVISION MEMORANDUM



Document Code: **SDO-ALC-OSDS-SDS-QF-001**
 Revision: 00
 Effectivity Date: 11-16-2018

- i. For schools categorized as Very Small, all classes of priority grade levels shall undergo the checking of forms. The minimum number of classes in other grade levels that shall undergo checking shall be determined through drawing of lots.
 - ii. For schools categorized as Small, Medium, Large, Very Large, and Huge, the minimum number of classes of priority grade levels that shall undergo the checking of forms shall be determined through drawing of lots. For other grade levels, the classes that will be subjected for checking shall also be determined through drawing of lots as proportioned.
 - iii. For grade levels with classes less than the required minimum number, no drawing of lots is necessary. All classes shall undergo checking of forms.
 - iv. The DCC shall ensure that all classes in the SF6 are also reflected in the SFCR1 signed by the SCC. All classes in all levels shall be included in the list of classes to be raffled for drawing of lots. The raffle shall be conducted by the DCC, and must be done in the presence of the SCC on the actual day of checking, ensuring the representation of priority and other grade levels. No raffle or drawing of lots shall be made prior to the day of actual checking.
- k. The DCC shall focus on the following:
- i. Check 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.

Supporting Documents for Entry Grade Levels as cited in DO No. 11, s. 2018

Grade Level	Supporting Documents
Kinder	Birth Certificate (5 years old as of August 31)
Grade 1	Kinder Completion Certificate and ECCD Checklist
Grade 7	Elementary Completion Certificate or SF10-ES
Grade 11	JHS Moving Up Certificate or SF10-JHS
Transferred In or Moved In to other grade levels	SF10 with attached Birth Certificate
For Accelerated/DepEd Assessment Passers	PEPT/PVT Rating or ALS A&E Equivalency Certificate

- ii. Check the correctness of the following school forms and certificates for Grade 1 and exiting grade levels (Kinder, Grades 6, 10 & 12)





Republic of the Philippines
 Department of Education
 Region I
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
 Alaminos City
DIVISION MEMORANDUM



Document Code: **SDO-ALC-OSDS-SDS-QF-001**
 Revision: 00
 Effectivity Date: 11-16-2018

Focus Areas for CID as cited in DO No. 11, s. 2018

Grade Level	Credentials	Consistency in SFs
Kinder	Information in the SF1 is consistent with what is written in the Birth Certificate.	The Omnibus Policy on Kindergarten (DO 47, s. 2016) or the most recent applicable policies should be strictly observed.
Grade 6		LRN printed in the Completion Certificate and ECCD Checklist should be consistent with the LRN in the SF1. The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.
Grade 10		LRN printed in the Completion Certificate, SF5, and SF10-ES should be consistent with the LRN in the SF1. The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.
Grade 12		LRN printed in the Moving-Up Certificate, SF5, and SF10-JHS should be consistent with the LRN in the SF1. The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.
		LRN printed in the Completion Certificate/Diploma, SF5A, SF5B, and SF10-SHS should be consistent with the LRN in the SF1.

iii. Check the information on enrolment count and learner movement

Focus Areas for SGOD as cited in DO No. 11, s. 2018

SF Type	Focus of Validation
SF4	For graduating (Grades 6 and 12) and moving up (Kinder and Grade 10) grade levels, the SF2 and SF4 for the month of February shall be used during the checking. Validate the cumulative number of school leavers (dropped out) and learners who transferred out by checking the SF1 and SF2 of each section or grade level. Validate the supporting documents for learners reported to have transferred out to a school abroad, an international school, an ALS program, or tagged as dropped out due to death.
SF5 & SF6	For graduating (Grades 6 and 12) and moving up (Kinder and Grade 10) grade levels, the SF2 and SF4 for the month of February shall be used during the checking. The total number of learners per class as recorded in SF1 should be consistent with the total number of learners who actually reported to school as of March 31 as recorded in SF4. The breakdown of enrollment by grade level in SF4 must be tallied with the breakdown of promoted and retained, disaggregated by grade level in SF6. For graduating grade levels (Grades 6 and 12), the SF4 for the month of February shall be used for the purpose of checking.

iv. Fill out the School Forms Checking Report (SFCR1).





- i. As per DepEd Order No. 11, s. 2018, the flowchart below illustrates the standard checking process and LIS adjustments to be made, if necessary. Also identified are the supporting documents to be used as reference at each level of validation:

Flowchart 1. Standard Process and System Validation

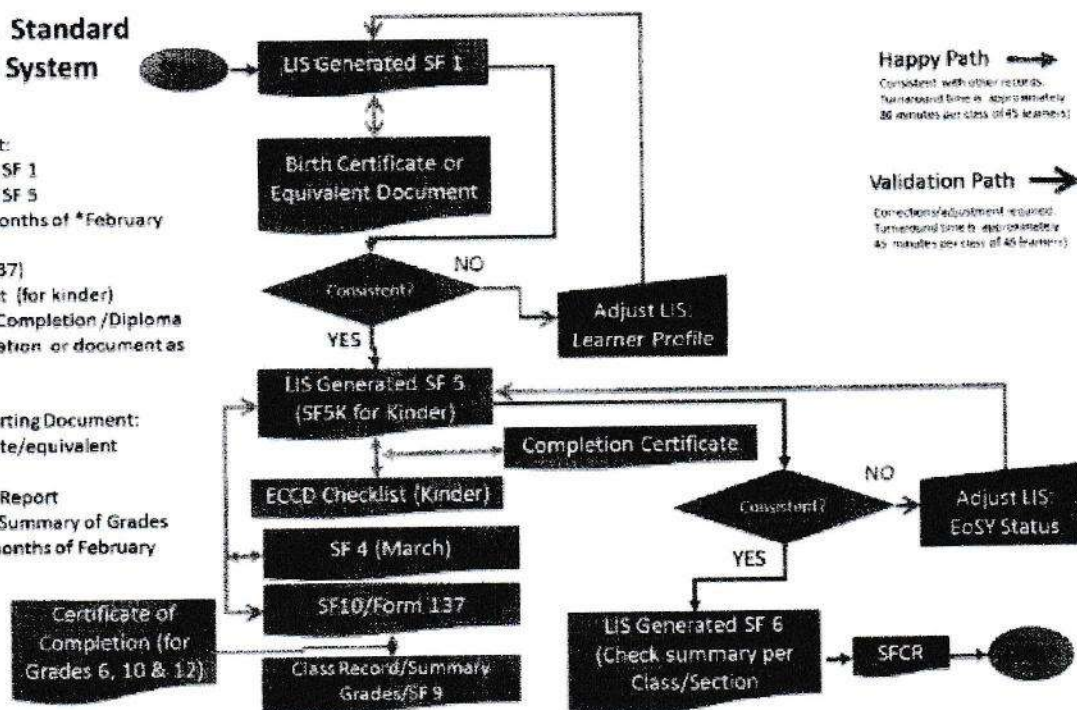
Primary Document:

1. LIS Generated SF 1
2. LIS Generated SF 5
3. SF 4 for the months of *February and March
4. SF 10 (Form 137)
5. ECCD Checklist (for kinder)
6. Certificate of Completion /Diploma
7. Other Certification or document as appropriate

Secondary/Supporting Document:

1. Birth Certificate/equivalent document
2. SF 9 Progress Report
3. Class Record/Summary of Grades
4. SF 2 for the months of February and March

*For Graduating /Exiting levels



Happy Path →
 Consistent with other records.
 Turnaround time is approximately 30 minutes per class (of 45 learners)

Validation Path →
 Correction/adjustment required.
 Turnaround time is approximately 45 minutes per class (of 45 learners)

- m. For purposes of this checking process, the following are the classifications of schools:

Public Elementary	SIZE	Public Elementary	SIZE
Alaminos CS	VL	Magsaysay ES	S
Alos ES	S	Maliga ES	VS
Amandiego ES	S	Mona ES	S
Amangbangan ES	VS	Palamis ES	S
Balangobong ES	S	Pandan ES	VS
Balayang ES	VS	Pangapisan IS	S
Baleyadaan ES	VS	Pogo ES	S
Bisocol ES	S	Polo ES	S
Bolaney ES	VS	Popantay ES	S
Bued ES	S	Quibuar ES	VS
Cabatuan ES	VS	Sabangan ES	S
Cayucay ES	S	San Jose ES	VS
Dulacac ES	VS	San Roque ES	S
Inerangan ES	S	San Vicente ES	S
Landoc ES	VS	Sta. Maria ES	S
Linmansangan ES	VS	Tangarang ES	S
Longos ES	VS	Tawintawin ES	VS
Lucap ES	M	Telbang ES	M
Maawi ES	VS	Victoria ES	S





Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
Alaminos City
DIVISION MEMORANDUM



Document Code: **SDO-ALC-OSDS-SDS-QF-001**
Revision: 00
Effectivity Date: 11-16-2018

Public Junior High School	SIZE	Public Senior High School	SIZE
Alaminos City NHS	H	Alaminos City NHS	H
Alos NHS	M	Alos NHS	S
Cayucay NHS	VS	Cayucay NHS	VS
Ildefonso Q CHS	S	Ildefonso Q CHS	VS
Inerangan NHS	S	Inerangan NHS	S
Pangapisan IS	S	Pangapisan IS	VS
Polo NHS	S	Polo NHS	S
San Vicente NHS	S	San Vicente NHS	S
Telbang NHS	M	Telbang NHS	S

Private Elementary	SIZE	Private Elementary	SIZE
100 Island Cowboy Christian Learning Center, Inc.	VS	Mary the Queen Educational Foundation	VS
Alaminos Adventist Multigrade School	VS	PBC Christian School, Inc.	VS
Alaminos City Maxim Heritage Academy, Inc.	VS	Precious Angels Christian School, Inc.	VS
Basic Early Balance Experiences, Inc.	VS	Shekinah Grace School	VS
Colegio San Jose De Alaminos, Inc.	S	The Great Plebeian College	S
ELR Westville Integrated School	VS	UMC Values School, Inc.	VS

Private Junior High School	SIZE	Private Senior High School	SIZE
Colegio San Jose De Alaminos, Inc.	M	Colegio San Jose de Alaminos	S
Mary the Queen Educational Foundation	VS	Golden West Colleges	M
The Great Plebeian College	L	Mary the Queen Educational Foundation	VS
		PASS College	S
		STI Alaminos	S
		The Great Plebeian College	L

n. For uniformity, the number of school days in public schools shall be as follows:

School Calendar SY 2019-2020

MONTH	NUMBER OF SCHOOL DAYS	HOLIDAYS
June	18	6 (Eidul Fitar) 12 (Independence Day)
July	23	
August	20	12 (Eid'l Adha) 21 (Ninoy Aquino Day) 26 (National Heroes Day)
September	21	
October	25	
November	20	1 (All Saints Day)
December	11	
January	21	
February	19	25 (EDSA People Power)
March	22	
April	3	
TOTAL: 203 DAYS		



With Hundred Reasons to Serve.

Email Address: alaminos.city@deped.gov.ph




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY
Alaminos City



Document Code: **SDO-ALC-OSDS-SDS-QF-001**
Revision: 00
Effectivity Date: 11-16-2018

DIVISION MEMORANDUM

- o. As stipulated in DepEd Order No. 11, s. 2018, at the end of the checking of forms, the committee's findings shall be consolidated in an observation report using the SFCR1. The DCC shall prepare an SFCR1 in three (3) copies, reflecting only the classes that they reviewed. The entries in the templates, particularly the level of correctness or accuracy, shall be discussed by the committee en banc before communicating them to the SCC.
 - p. Within five (5) working days after the checking conducted by the DCC, the school shall submit one duly signed original copy of the SF4, SF5, and SF6. No additional report other than what has been stipulated shall be required from the school for submission to the DCC.
 - q. Expenses to be incurred by the schools during the checking of forms at the division level may be charged against the school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
 - r. Transportation expenses incurred by the DCC or of their deputized representatives may be reimbursed against SDO funds, subject to the usual government accounting and auditing rules and regulations.
2. For your information, guidance and compliance.


LORNA G. BUGAYONG PhD CESO VI
wel School Division Superintendent

