



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

DIVISION MEMORANDUM
DM-2021-198

TO : ASDS, CID and SGOD Chiefs, all Division Education Program Supervisors, all heads of public elementary and secondary schools and all teachers in the Division

FROM : Schools Division Superintendent

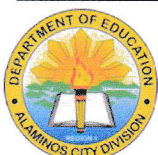
SUBJECT : Minutes from the Division Online Orientation on the checking of school forms for SY 2020-2021

DATE : July 05, 2021

1. Please be informed of the following matters taken up during the conduct of the Division Orientation on the checking of school forms for SY 2020-2021 held on July 02, 2021 via google meet:

- Official number of school days for SY 2020-2021
 - October-24 days
 - November-22 days (23 days – 1, Nov. 13, Local Holiday)
 - December-15 days
 - January-24 days
 - February-22 days
 - March-26 days
 - April-20 days (21 days -1, April 5, Local Holiday)
 - May-24 days
 - June-25 days
 - July-9 days
 - Total number of school days-211
- The learning modality per quarter should be indicated in the Report Card and what is indicated in the LIS should be followed for the purpose of uniformity
- The learning modality should be placed/printed under the “descriptors”; the suggested font style and size are Calibri Body and 10, respectively.
- School heads and teachers may follow the font style and size of the text in the Report Card for as long as it is clear and readable.
- The BOSY is October 05, 2020 and the EOSY is July 10, 2021.

With hundred reasons to serve!



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- For the SF 5, there will be no Division Representatives; only the names of the School Heads, Advisers and LIS coordinators should be placed in the said form.
- School heads should inform the Division Office about the schedule of their school-based checking of forms.
- Checking of school forms of Grade 6 learners should be done before the virtual graduation.
- School heads' queries and other concerns about the checking of school forms can be sent to the assigned Supervisors per cluster.
- The SFCR1 shall be consolidated by the assigned Supervisors per cluster for the SFCR3.
- The School Checking Committee shall submit to the Division Checking Committee Chair copies of the following school forms on or before July 30, 2021:
 1. SF 4 for the month of June 2021
 2. SF 5 Report on Promotion
 3. SF 6 Summary of Report of Promotion
 4. SFRC1
- The tagging of honors during the updating of EOSY status of the learner in the LIS shall be limited only to Grades 6, 10 & 12. While the other grade levels, school shall only be allowed to encode the general average of the learner.
- The graduation period for Grades 6, 10 and 12 learners is from July 13 to July 17, 2021.
- There are no changes in the template for the Diploma of the completers/graduates.
- Concerns about the virtual graduation of completers in Kindergarten are to be referred to Dr. Aleta Begonia.
- The concern regarding the printing of Diploma in the schools shall be referred to the SDS and ASDS.

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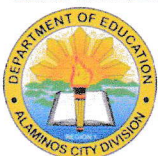
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- Other values/data which were entered in SF 9 for Grade 12 learners should not be erased anymore to maintain the cleanliness of the said form.

2. Immediate and widest dissemination of this Division Memorandum is earnestly desired.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

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