



Republic of the Philippines
Department of Education

REGION I
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent



DIVISION MEMORANDUM
DM-2023 -279

TO : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, School Governance and Operation Division (SGOD)
 Members of the Division Checking Committee
 Division Education Program Supervisors
 Heads of Public Elementary and Secondary Schools
 All others concerned

SUBJECT : **GUIDELINES ON THE CHECKING OF SCHOOL FORMS FOR SCHOOL YEAR 2022-2023**

FROM : Office of the Schools Division Superintendent

DATE : June 06, 2023

1. This office hereby issues the guidelines on the preparation and checking of School Forms for SY 2022-2023 as stipulated in DepEd Memorandum No. 037 series 2022 entitled **Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No.11 series 2018**:

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

- Chair:** Dr. Orlando I. Guerrero
Vice Chair: Dr. Arturo R. Viray
Members: Dr. Cynthia B. Tablang
 Dr. Ronald B. Radoc
 Dr. Miguel G. Gellado Jr.
 Dr. Aleta C. Begonia
 Mr. Arleen R. Alcantara
 Dr. Diana Marie C. Oiguan
 Mrs. Marife A. Viray
 Mrs. Soledad P. Peralta

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

CLUSTER I	
CID	SGOD
Dr. Aleta C. Begonia	Dr. Diana Marie C. Oiguan
Mrs. Elnora T. Raroque	Gina Mendez

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Dr. Frelinda Medrano	Mr. Jimmy Brondial
Mrs. Cherry Sindayen	Mr. Efren A. del Rosario
Mrs. Gladys C. Maizano	Mr. Bernard Bacolcol
Mrs. Belinda Rabanillo	Mrs. Nancy Bravo
Ms. Zita Balgua	
CLUSTER II	
CID	SGOD
Dr. Miguel G. Ocllado Jr.	Mrs. Marife A. Viray
Dr. Edna Caserial	Mrs. Ma. Elena R. Mendez
Ms. Elisa Ranoy	Mrs. Florence B. Perez
Mrs. Genalyn M. Tobias	Dr. Jinky Ubando
Dr. Noel A. Gerolaguin	Mrs. Daisy D. Rausa
Mrs. Diana E. Gerolaguin	Mrs. Emelyn D. Razote
Mrs. Rosemarie E. Sison	Mr. Dexter G. Domaguin
Mrs. Jackeline R. Bermundo	
Mrs. Digna R. Basobas	
CLUSTER III	
CID	SGOD
Mr. Arleen Alcantara	Mr. Keith V. Garcia
Dr. Adolfo B. Medrano	Mrs. Maricris Gapasen
Mr. Mansour Ragudos	Mrs. Amparo D. Reynaldo
Mrs. Leila T. Capitle	Mr. Edward Finez
Mr. Junard B. Garcia	Brando Cabatbat
Dr. Dionivic Rafanan	Dr. Stephanie Ferrer
Dr. Robert Flores	Mrs. Fremilyn Ragudos
Dr. Sheryl Valdez	
CLUSTER IV (Public Secondary)	
CID	SGOD

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		LRN printed in the Completion Certificate/Diploma, SF5, SF5B and SF10-SHS should be consistent with LRN in the SF1
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- ii. Check the information on enrolment count and learner movement
- iii. *Focus Areas for SGOD as cited in DO No. 11, s. 2018*

SF Type	Focus of Validation
SF4	For graduating (Grade 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 learners (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.
SF 5 & SF 6	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 the 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.

- i. Fill out the School Forms Checking Report (SFCR1)
- k. 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:

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Dr. Cynthia B. Tablang	Dr. Diana Marie G. Oiguan
Mr. Aldain Mayo	Mrs. Perla N. Pascua
Mr. Ricardo D. Adviento	Mrs. Rowena R. Signey
Mr. Rey B. Pascua	Dr. Lornalyn Cerilo
Dr. Concepcion Caracas	Mrs. Ruby Lee T. Pizon
Dr. Jose Gerardo R. Garcia	
CLUSTER V (Private Elementary)	
CID	SGOD
Dr. Ronald B. Radoc	Mr. Leomar C. Abarra
Mrs. Benedicta Santos	Mr. Elmer John R. Gozales
Mrs. Margie Tesoro	Ms. Lavina B. Bentor
Mr. Ryan V. Mirote	Mrs. Noemi Villanueva
Mrs. Irene Mejia	Mrs. Elizabeth Tandec
CLUSTER VI (Private Secondary)	
CID	SGOD
Dr. Ronald B. Radoc	Mrs. Soledad P. Peralta
Mrs. Benedicta Santos	Mrs. Abela Alvez
Ms. Ellen de Ocampo	Mrs. Digna Tugade
Mrs. Lina Buaga	

- 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.

- 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
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		(Reports/Forms to be Validated)
Class Advisers	Compile supporting documents particularly on the learner's eligibility for admission, such as: <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, and Certificate of Completion for Kinder • PEPT/PVT/A&E Certificate (if applicable) 	Ensure that the following SFs generated from the LIS are correct: <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	Prepare Summary Report using the following references provided by the class advisers: <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)	Ensure that the following SFs generated from the LIS are correct: <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). The checking for

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other grade levels at the school level may start after the 4th Quarter Examinations until July 14, 2023.

- 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 **June 20-23, 2023** starting at **8:00 AM** onwards to be held simultaneously at the Division Conference Room and at the Division Library Hub. The checking for other grade levels for all schools shall be done simultaneously on **July 17-21, 2023** which will also begin at **8:00 AM** onwards to be held at the Division Conference Room and at the Division Library Hub.
- i. As per DepEd Order No. 11, s. 2018, the following shall be observed:
 - 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.
- j. The DCC shall focus on the following:
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

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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 October 31)
Grade 1	Kinder Completion Certificates 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

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

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
Grade 10		The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.
Grade 12		LRN printed in the Completion Certificate, SF5, and SF10-ES should be consistent with LRN in the SF1.
		The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.
		LRN printed in the Moving-Up Certificate, SF5, and SF10-JHS should be consistent with LRN in the SF1.
		The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.

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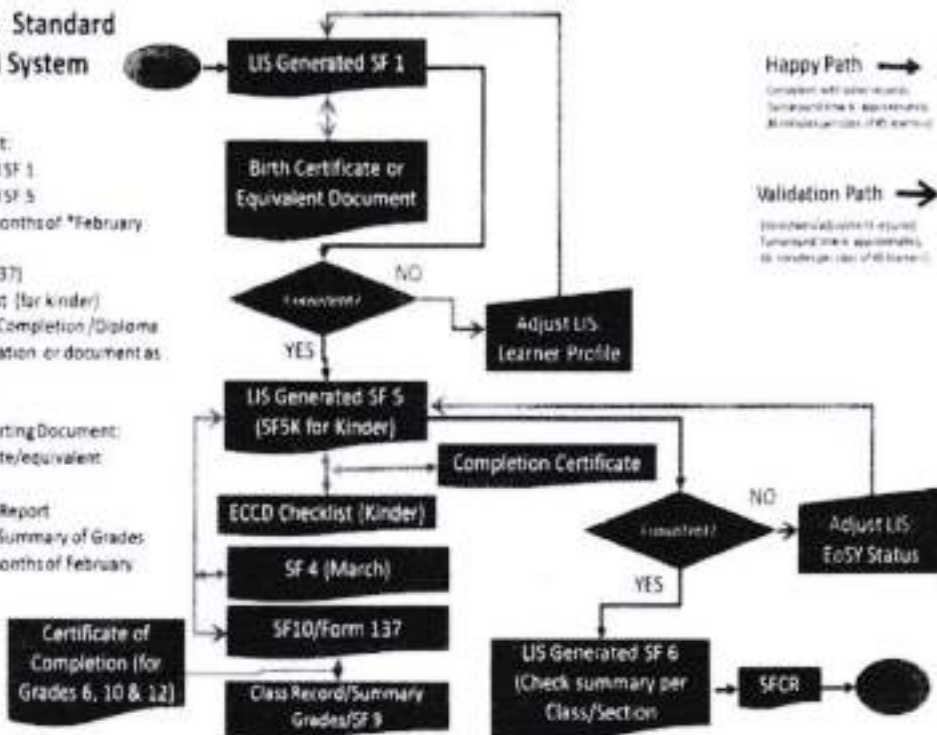
For purposes of this checking process, the following are the classifications of schools:

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



1. 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-a-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
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

2. 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

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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:

Proper Preparation of SFIO such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SFIO with available grading boxes for continuous updating (except Grades 6 and 10 completers)	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
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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

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.

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

Elementary	SIZE	Elementary	SIZE	Public Junior High School	SIZE
Alaminos CS	VL	Maliga ES	VS	Alaminos City NHS	H
Alos ES	S	Mona ES	S	Alos NHS	M
Amandiego ES	S	Palamis ES	S	Cayucay NHS	VS

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Amangbangan ES	VS	Pandan ES	VS	Ildefonso Quimson CHS	S
Balangobong ES	S	Pangapisan IS	S	Inerangan NHS	S
Balayang ES	VS	Pogo ES	S	Pangapisan IS	S
Baleyadaan ES	VS	Polo ES	S	Polo NHS	S
Bisocol ES	S	Popantay ES	S	San Vicente NHS	S
Bolaney ES	VS	Quibuar ES	VS	Telbang NHS	M
Bued ES	S	Sabangan ES	S	Public Senior High School	SIZE
Cabatuan ES	VS	San Jose ES	VS	Alaminos City NHS	H
Cayucay ES	S	San Roque ES	S	Alos NHS	S
Dulacac ES	VS	San Vicente ES	S	Cayucay NHS	VS
Inerangan ES	S	Sta. Maria ES	S	Ildefonso Quimson CHS	VS
Landoc ES	VS	Tangarang ES	S	Inerangan NHS	S
Linmansangan ES	VS	Tawintawin ES	VS	Pangapisan IS	VS
Longos ES	VS	Telbang ES	M	Polo NHS	S
Lucap ES	M	Victoria ES	S	San Vicente NHS	S
Maawi ES	VS	Magsaysay ES	S		

Private Elementary	SIZE	Private Junior High School	SIZE	Private Senior High School	SIZE
100 Island Cowboy Christian Learning Center, Inc.	VS	Colegio San Jose De Alaminos, Inc.	M	Colegio San Jose de Alaminos	S
Alaminos Adventist Multigrade School	VS	Edna's School of Alaminos City, Inc.	VS	Ednas School of Alaminos City	VS
Alaminos City Maxim Heritage Academy, Inc.	VS	The Great Plebeian College	L	Golden West Colleges	M

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Colegio San Jose De Alaminos, Inc.	S	PASS College	S
Edna's School of Alaminos City, Inc.	VS	STI Alaminos	S
ELR Westville Integrated School	VS	The Great Plebeian College	L
PBC Christian School, Inc.	VS		
Precious Angels Christian School, Inc.	VS		
Shekinah Grace School	VS		
The Great Plebeian College	S		
UMC Values School, Inc.	VS		

NUMBER OF OFFICIAL SCHOOL DAYS

MONTH	DAYS
AUGUST	7
SEPTEMBER	22
OCTOBER	21
NOVEMBER	20
DECEMBER	11
JANUARY	20
FEBRUARY	14
MARCH	23
APRIL	16
MAY	22
JUNE	20
JULY	5
TOTAL DAYS	201

1. 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

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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.

m. Summary of Forms to be checked at the Division Level

- I. LIS Generated SF-1
- II. LIS Generated SF-4 [May 2023]
- III. LIS Generated SF-5
- IV. SF-10 (Form 137)
- V. ECD Checklist for Kinder
- VI. Certificate of Completion/Diploma

n. Birth Certificate/Equivalent document

o. SF-9 & grades generated from the LIS (affixing the signature of the advisers & LIS Coordinator)


p. SFCR I

q. 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.

r. 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.

s. 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.

3. For your information, guidance and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
*Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent*

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