



Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
City of Kabankalan

March 5, 2020

Division Memorandum No. 66 s.2020

**GUIDELINES IN THE PREPARATION AND CHECKING OF YEAR-END SCHOOL FORMS**

To : CID and SGOD Chiefs and Personnel  
Elementary and Secondary School Heads and Teachers-in-Charge  
Public and Private School Teachers

1. **DepEd Order 11, s. 2018** shall be the guidelines in preparation and checking of Forms for end of **School Year 2019-2020**. This must be strictly observed.
2. The Mechanisms and simplified procedures prescribed by these guidelines are anchored on the principles of accountability, accuracy, reliability of data and efficiency. They shall reduce the time and effort of school personnel spent for clerical tasks and records management without compromising the accuracy the learner's information and quality of school forms.
3. School heads shall take the lead in the preparation and checking of school forms and ensure that the same are true, accurate and cost-efficient.
4. School Heads shall organize a School Checking Committee (SCC) to check and review all learners record for all classes in preparation for the Division Checking of Forms with the Division Checking Committee (DCC). Kinder, Grade 1, 6, 7, 10, 11 and 12 shall be the priority grade levels for checking of the DCC.
5. The Division Checking Committee shall conduct the Division Checking of Forms for Grade levels that shall move up/ graduate (Kinder, Grade 6, 10 and 12) prior to the school's schedule for the moving up/commencement exercises. Division checking for other grade levels shall be done based on scheduled dates.
6. Within 3 working days after the checking of school forms by the DCC, the school shall submit one duly signed original copy of the SF 4, SF 5, and SF 6 to the DCC.
7. Composition of the checking committees, schedule of checking, and school forms to be checked are hereto-enclosed.
8. For widest dissemination and strict compliance of all concerned.

  
**PORTIA M. MALLORCA PhD, CESO V**  
Schools Division Superintendent

Encl: As Stated

References: DepEd Order 11 s. 2018; DO 33 s. 2011; DO 34 s 2014; DO 36 s. 2016; DO 58 s. 2017

COMPOSITION AND FUNCTION OF THE CHECKING COMMITTEES

1. The School Checking Committee ((SCC)

- Chairman: School Head
- Vice Chairs:
- ICT Coordinators or School System Administrator for LIS/EBEIS for enrolment counts and profile
  - Teacher for Curriculum and assessment
- Members: Teacher Advisers or Grade Leaders

Note: Schools with three or more sections in each grade level may or organize sub-committees comprised of the class advisers and other subject teachers.

Functions of the School Checking Committee:

1. Conduct pre-checking activity involving the thorough review of all learners’ record for all classes the preparation for the scheduled checking of forms with the DCC.
2. Communicate with DCC regarding the schedule for the checking of forms and other necessary arrangement.
3. Discuss the result and findings of checking with DCC.

The SCC Chairman shall determine the members of SCC

Vice Chair for Enrolment Count and Profile- shall focus on LIS-related issues and school report generation.

Vice Chair for Curriculum and Assessment shall ensure that the content of school forms and reports are compliant with the policies related to enrolment eligibility, curriculum, promotion and retention.

2. The Division Checking Committee ((DCC)

- Chairman: **Bernadin T. Bendo, PhD.**- OIC Curriculum Implementation Division
- Vice Chair: **Cecilia G. Abello PhD**- Chief School Governance and Operation Division
- Public Schools District Supervisors

District	PSDS In-Charge	Education Program Supervisor	SGOD
Kabankalan I	Mareli T. Donina Mario Q. Diagmel	Junry Esparar Analie Almaiz	Arnie G. Besas Saturnino T. Pabalinas Jr. PhD
Kabankalan II	Mary Joan G. Dayon Jesusa G Dela Paz	Eden Joy B. Nifras Rene D. Erillo	Eduard Villavicencio Sheina S. Saquian
Kabankalan III	Miguel G. Peñaranda Larlin Q. Quirit	Romeo G. Poyogao Elvie R. Verde	Rictee I. Resano Alma Vanessa G. Tanwani
Kabankalan IV	Helen M. Mambalos Ann Yvonne B. Vingno	Blas P. Tabayag Jr. Jewelyn Cadigal	Noemi M. Barañao Vida Grace R. Moreño
Kabankalan V	Faustino T. Padilla Jolly Gariando, Jr.	Angela T. Malala Ma. Helen M. Bocol	Mary Jane H. Butanas Harold Nicko C. Dianala Tristan P. Lucerna

Role and Functions Division Checking Committee:

- CID** – shall focus on areas of enrolment eligibility and assessment which includes promotion/ retention or acceleration
- SGOD**- shall validate the enrolment count, number of school leavers, and drop out, number of learners who transferred in/out, promoted/retained and other enrolment-related indicators. Shall also conduct spot checked head counts of learners vis-à-vis the SF 1 or SF 5 as necessary.

Planning Officer/SEPs for planning for Research shall validate SF 1 with the actual online record in the LIS

The DCC must prepare the SFCR1B which must contain all the findings and recommendations in two(2) copies, for the SCC and DCC.



**TIMELINE/CALENDAR OF ACTIVITIES AND FORMS TO BE CHECKED**

Date	Activities
March 12 – 13, 2020	Fourth Quarter Examination for Grade 6 and 12
March 19 – 20, 2020	Fourth Quarter Examination for Grade 1-5 and 7-11
March 15 – 20, 2020	School Checking of Year-end Forms for Kindergarten, Grade 6 and Grade 12
March 23 – 28, 2020	School Checking of Year-end Forms for Kindergarten, Grade 1-5 and Grade 7-11
March 23 – 28, 2020	Division Checking of Year-end Forms for Kindergarten, Grade 6 10 and 12
March 27 – 28, 2020	Learners Deliberation (Grades 10 completers, Grade 6 and 12 graduates)
March 31 – April 3, 2020	Moving – up/ Closing Exercises
April 3, 2020	Last Day of Classes
April 13 – 17, 2020	Division checking of forms for Grade 1- 5 and Grade 7 to 11

*Private schools may deviate from the above-cited calendar their schedule for Moving up/ Closing Exercises provided that year-end forms for Kinder, Grade 6, 10 and 12 had been checked by the Division Checking Committee prior to the schedule of the same.*

B. Tasks and Reference Documents to be checked	Report/Forms to be Validated
<div>1. School Level Checking of forms to be prepared by the Class Advisers</div> <div><ul style="list-style-type: none"><li>●PSA Birth Certificate/other Equivalent document</li><li>●SF 9 (formerly Form 138)</li><li>●SF 10 (for Grades 1 &amp; 7 only for SY 2019-2020)</li><li>●ECCD checklist for Kindergarten</li><li>●Progress Report for Kindergarten</li><li>●Certificate of completion for Kinder</li><li>●Completion Certificate (Grade 10)</li><li>●PEPT/PVT/A&amp;E certificate-if applicable</li><li>●Class Record- shall be used if entries in the SF 5 and SF 1 are inconsistent</li></ul></div> <div><b>To be prepared by the School Heads</b><ul style="list-style-type: none"><li>●Summary Report using the following references provided by class advisers</li><li>●SF 1, SF2, SF5 (including SF5-K, SF5A-JHS, SF5B-SHS for Grade 12)</li></ul></div> <div><b>School Form Checking Report (SFCR 1)</b> This will be filled- up by the School heads for submission to the PSDS</div>	<div>SF1- School Register</div> <div>SF2 –Learner Daily Attendance Report (Feb. &amp; March only)</div> <div>SF5-Report on Promotion and Level of Proficiency (including SF5-K, SF5A-JHS, SF5B-SHS for Grade 12)</div> <div>SFs -generated from LIS</div> <div>SF4-Monthly Learners Movement</div> <div>SF-6 Summarized Report on Promotion and Level of proficiency</div>



FOCUS AREAS FOR CHECKING ( CURRICULUM AND ASSESSMENT)	FOCUS AREAS FOR VALIDATION
<p><b>SF1</b> Information must be consistent with the Birth certificate</p> <p>Kinder LRN printed in the completion Certificate and ECCD checklist should be consistent with LRN in SF 1</p>	<p>SF4 for Grade 6 and 12 and moving-up for Kinder and completion in Grade 10 for the month of February shall be used</p> <p>Validate the cumulative number of school leavers (drop out) and learners who transferred out by checking the SF 1 and SF2 of each section/grade level</p>

LRN printed in the moving up certificate

<p>SF5 and SF 1- JHS should be consistent with LRN in SF 1</p> <p>Grade 12 LRN printed in the completion Certificate/Diploma:SF5A, SF5B and SF 10 SHS should be consistent with LRN in the SF 1</p>	<p>Total number of learners per class in SF 1 should be consistent with the total number of learners who actually reported to school as of March 31 as recorded in SF4. Breakdown of enrolment by grade level in SF4 must be tallied with the breakdown of promoted and retained by grade level in SF 6</p> <p>For graduating grade levels (Grade 6 &amp; 12), SF 4 for the month of February shall be used for checking.</p>
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For other issues and concerns, please refer to **D.O No. 11 s, 2018.**

