



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM


No. 220 s. 2023

JUN 08 2023

CHECKING OF YEAR-END REPORT FORMS FOR SCHOOL YEAR 2022 -2023

To: OIC-Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisor
Public & Private Elementary & School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 11 s. 2018 RE: Guidelines on the Preparation and Checking of School Forms, this Office, through Planning & Research Unit is announcing the Checking of School Year 2022-2023 Year-End Report Forms, for Schools (All Grade levels) & District Levels (Kindergarten, Grades 1, 6, 10, 11 & 12).
2. The personnel responsible for the Checking of Year- End forms are all Education Program Supervisors, Public Schools District Supervisors, Elementary & Secondary School Heads, Planning & Research Unit Personnel, School Checking Committees and Technical Working Group.
3. The Year – End Forms to be checked are the following:
 - a. SF 1 (School Register)
 - b. SF 2 (Learner's Attendance)
 - c. SF 4 (Summary of Attendance)
 - d. SF 5 (Promotion)
 - e. SF 6 (Summary Report of Promotion)
 - f. SF 9 (Report Card)
 - g. SF 10 (Permanent Record or Form 137)
4. All Public Schools District Supervisors shall designate their respective checking committees and schedules for the checking of forms starting July 3 until July 7, 2023 while Private Schools shall be checked by Private Schools Focal Person and Division Planning Team starting June 19 until June 23, 2023.
5. For inquiries, contact Dr. Saturnino T. Pabalinas Jr. @ 09199211889.
6. Immediate dissemination of and compliance with this Memorandum are desired.


ARNOLD S. MAGDAET
Administrative Officer V
In- Charge of the Division



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