



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

DIVISION MEMORANDUM

April 6, 2021

No. 081 s. 2021

INTERIM GUIDELINES ON THE PREPARATION, SUBMISSION, AND CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR 2020 -2021

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors, CID / SGOD
Public Schools District Supervisors
Public and Private Secondary School Heads
All Concerned

1. Relative to DepEd Memorandum No. 14 s. 2021 and Regional Memorandum No. 18 s. 2021 re: Interim Guidelines on the Preparation, Submission, And Checking of School Forms for School Year 2020 -2021, the Schools Division Office of Kabankalan City hereby advised that the annual checking of school forms in all Public and Private Schools shall be done at the school level by the School Checking Committee.
2. The School level checking maybe conducted through online and/or on site, provided that health and safety protocols are being observed. The result of the checking of forms initiated by the School Checking Committee is deemed final and can be used by the school to complete the submission of LIS.
3. School forms can be accessed through the Learner Information System. School heads shall submit a soft and hard copy of School Forms Checking Report as stipulated in DO 11 s. 2018 re: Guidelines on the Preparation and Checking of School Forms Annex1a to the Planning and Research Unit for monitoring and documentation purposes.
4. For more information and details please download DM No. 014 s. 2021 and RM 138 s. 2021.
4. For immediate dissemination and compliance.

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