

Division Memorandum No. 51 s. 2018

March 14, 2018

Guidelines in the Preparation and Checking of Year-end School Forms

To: CID and SGOD Chiefs
Public School District Supervisors
Elementary and Secondary School Heads and Teachers
Public and Private Schools Teachers

1. In preparation for the end of School Year 2017-2018, this Office hereby adapts the guidelines in the preparation and checking of year-end School Forms as provided for in DepEd Order No. 11, s. 2018.
2. 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 of the learners' information and quality of school forms.
3. School heads shall take the lead in the preparation of school forms and ensure that the same are true, accurate and cost-efficient.
4. A School Checking Committee shall be created to check/review all learners' records for **all classes** in preparation for the checking of forms with the Division Checking Committee (DCC). Kinder, Grades 1, 6, 7, 10, 11, and 12 shall be the priority grade levels for checking.
5. The Division Checking Committee (DCC) shall conduct the Division Checking of Forms for grade levels that shall move up/graduate (Kinder, Grades 6, 10 & 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 five (5) working days after the checking of school forms by the DCC, the school shall submit one duly signed original copy of the SF4, SF5, and SF6 to the DCC.
7. Composition of the checking committees, schedule of checking, and school forms that will be checked are hereto-enclosed.
8. For widest dissemination and compliance of all concerned.


ANTHONY H. LLOBET, CESO VI
ASDS, OIC- Office of the Schools Division Superintendent

Encl.: As stated

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

To be indicated in the Perpetual Index under the following subjects:

BASIC EDUCATION
DATALEARNERS
POLICYFORMS
SCHOOLS

Composition and Functions of the Checking Committees

1. The School Checking Committee (SCC)

Chairman: School Head

Vice Chairs:

ICT Coordinator or School System Administrator for LIS/EBEIS-for Enrolment Counts & Profile

Teacher – for Curriculum and Assessment

Members: Teacher Advisers or Grade Leaders

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

Functions of the School Checking Committee:

1. Conduct a pre-checking activity involving the thorough review of all learners' records for all classes in preparation for the scheduled checking of forms with the DCC.
2. Communicate with the DCC regarding the schedule for the checking of forms and other necessary arrangements.
3. Discuss the results and findings with the DCC.

The SCC Chairman – shall determine the members of the 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: Ma. Teresa P. Geroso – Chief of Curriculum Implementation Division

Vice Chairs: Cecilia G. Abello – Chief of School Governance and Operations Division
Public Schools District Supervisors

Kabankalan I – Mario Q. Diagmel and Mareli T. Donina

Kabankalan II – Mary Joan G. Dayon and Jesusa G. De la Paz

Kabankalan III – Edna C. Cuello and Faustino T. Padilla

Kabankalan IV – Larlin Q. Quirit and Miguel G. Penaranda

Kabankalan V – Helen M. Mambalos and Francisco Medecilo

Members:

Bernadin T. Bendo, Ph.D.

Analie V. Almaiz

Mary Helen Bocol

Rosemary T. Cornell

Junry M. Esparar

Angela T. Malala

Eden Joy B. Nifras

Romeo G. Poyogao

Blas P. Tabayag

Elvie R. Verde

Rene Erillo

Arnie G. Besas

Eulyne D. Lucerna

Saturnino T. Pabalinas, Jr. Ph.D.

Sheina S. Saquian

Eduard Villavicencio

Rictee I. Resano

Alma Vanessa M. Gargantiel

Noemi M. Baranao

Vida Grace R. Moreno

Roles and Functions of the DCC:

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 (dropped out), number of learners who transferred in/out, promoted/retained and other enrolment-related indicators. Shall also conduct spot checks or head counts of learners vis-à-vis the SF1 and SF5 as necessary.

Planning Officer /SEPS for Planning for Research –shall validate SF1 with the actual online record in the LIS

Calendar of Activities and Forms to be Checked

Calendar of Activities	
March 15 – 16, 2018 - - - - -	Fourth Quarter Examinations for Grades 6 and 12
March 19-20, 2018 - - - - -	Fourth Quarter Examinations for Grades 1-5, and Grades 7-11
March 19-21, 2018 - - - - -	School Checking of Year-end Forms for Kinder, Grades 6 and 12
March 22-23 & 26 - - - - -	School Checking for Grades 1-5, 7-11
March 22-28, 2018	Division Checking of Forms (Kinder, Grades 6, 10, and 12)
March 22-23, 2018 - - - - -	Learner Deliberation (For Grade 10 completers, Grades 6 & 12 graduates)
April 4-6, 2018 - - - - -	Moving – Up/Closing Exercises
April 10-12, 2018 - - - - -	Division Checking of Forms for Grades 1-5, Grades 7-11
Note: Private schools may deviate from the above-cited calendar their schedule for Moving-up/Closing Exercises provided the year-end forms for Kinder, Grades 6, 10, and 12 have been checked by the Division Checking Committee prior the schedule of the same.	

B. Tasks and Reference Documents to be Checked	Report/Forms to be Validated
<p>1. School Level Checking of Forms To be prepared by the Class Advisers: PSA Birth certificate/other equivalent document SF9 (formerly Form 138) SF10 (for Grades 1 & 7 only for SY 2017-2018) Form 137 for other grade levels ECCD Checklist (for Kindergarten) Progress Report (Kindergarten) Certificate of Completion for Kinder Completion Certificate (Gr. 10) PEPT/PVT/A & E Certificate – if applicable Class Record – shall be used as reference if entries in the SF5 and SF1 are inconsistent</p> <p>To be prepared by the School Head: Summary Report using the following references provided by class advisers: SF1, SF2, SF5 (including SF5-K, SF5A-SHS, SF5B-SHS for Gr. 12) School Forms Checking Report (SFCR 1) - This will be filled-up by the school head for submission to the PSDS</p>	<p>SF1 – School Register SF2 – Learner Daily Attendance Report(Feb. & March only) SF5 – Report on Promotion and Level of Proficiency (including SF 5-K, SF5A-SHS, SF5B-SHS for Gr. 12)</p> <p>SFs generated from the LIS SF4- Monthly Learner Movement and Attendance Report SF6 – Summarized Report on Promotion and Level of Proficiency</p>

FOCUS AREAS FOR CHECKING (CURRICULUM AND ASSESSMENT)

SF1 information must be consistent with the Birth Certificate

Kinder – LRN printed in the Completion Certificate and ECCD Checklist should be consistent with the LRN in SF1

Gr. 6, 10 - Existing applicable policies on promotion, retention, awarding of honors, acceleration

LRN printed in the Moving-Up Certificate, SF5, and SF10-JHS should be consistent with the LRN in SF1

Gr. 12 - LRN printed in the Completion Certificate/Diploma ; SF5A, SF5B and SF10-SHS should be consistent with the LRN in the SF1.

FOCUS AREAS FOR VALIDATION (ICT SCHOOL COORDINATOR/EBIES ADMINISTRATOR

SF4 – for Grades 6 and 12 ; and moving –up (Kinder and Gr. 10) – the SF2 and SF4 for the month of February shall be used

Validate the cumulative number of school leavers (dropped out) and learners who transferred out by checking the SF1 and SF2 of each section /grade level.

SF5 & SF6 – For Grades 6 & 12 and moving-up (Kinder and Grade 10) – SF2 and SF4 for February shall be used for checking

Total number of learners per class in SF1 should be consistent with the total number of learners who actually reported to school as of **March 31** as recorded in SF4. Breakdown of enrollment by grade level in SF4 must be tallied with the breakdown of promoted and retained by grade level in SF6.

For graduating grade levels (Gr. 6 & 12), SF4 for the month of February shall be used for checking.

2. Division Checking of Forms

Note: Classes that shall be checked shall be identified through the drawing of lots. The drawing of lots shall be done on the scheduled day for checking.

Focus of the Checking: Accuracy and Consistency of learner information across all reports and documents

Guide on how to determine the number of sections/classes that shall be checked for each school type:

Size of School* <i>*Based on combined enrolment in the priority grade levels</i> <i>For Elementary: Kinder, Grades 1 and 6</i> <i>For Junior HS: Grades 7 & 10</i> <i>For Senior HS: Gr. 11 and 12</i>	Priority Grade Levels		Other Grade Levels Minimum No. of Classes
	Percentage	Estimated Minimum No. of Classes	
Very Small (99 and below)	100%	all	2
Small (100 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1000 and above)	5%	8	5