



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

25 February 2026

DIVISION MEMORANDUM

No. 132 s. 2026

PREPARATION AND CHECKING OF SCHOOL FORMS FOR THE END OF SCHOOL YEAR 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary, Integrated, and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. Pursuant to **DepEd Order No. 11, s. 2018** titled **Guidelines on the Preparation and Checking of School Forms** and **DepEd Order No. 012, s. 2025** titled **Multi-Year Implementing Guidelines on the School Calendar and Activities**, this Office informs all concerned on the preparation and checking of school forms for SY 2025 – 2026 starting on **March 23, 2026**.
2. This activity aims to ensure the quality, accuracy, consistency, and completeness of learners' documents and information.
3. School heads shall take the lead in the preparation and checking of school forms and ensure that all forms in all grade levels are checked before the conduct of the Division Checking of School Forms.
4. School Heads being the Chairperson, shall organize a School Checking Committee (SCC) to check and review all learners' documents and information in all grade levels in preparation for the Division Checking of School Forms with the Division Checking Committee (DCC).
5. The SCC shall schedule their school-based checking of school forms of the priority grade levels on **March 24-27, 2026** and have a separate schedule for the other grade levels prior to the division checking of school forms.
6. The Division Checking Committee (DCC), through the Deputized Personnel, shall monitor the conduct of school-based Checking of School Forms for grade levels that shall move up or graduate viz. **Kindergarten, Grades 6, 10, and 12**. A separate issuance for the schedule of the division checking of school forms for the priority grade levels and other grade levels.
7. Within **3 working days** after the checking of school forms by the SCC, the school head **shall submit** one duly signed copy of SF 4, SF 5, SF 6, and SF 1 to



Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

Website: <https://www.sdotayabascity.ph>

the DCC headed by the Chief Education Supervisor of the Curriculum Implementation Division.

8. Refer to the following DepEd policies for your guidance.
 - a. DepEd Order No. 11, s. 2018
 - b. DepEd Order No. 012, s. 2025
 - c. DepEd Memorandum No. 037, s. 2022
9. Assignment of the monitoring of the school-based checking of school forms is found in Enclosure 1. Composition and functions of the school and division checking committee is found in Enclosure 2.
10. Attached in this issuance is a copy of the Schools Form Checking Report 1 (SFCR 1) in Enclosure 3.
11. An orientation on the Checking of School Forms, to be led by the Planning and Research Unit, shall be announced through an advisory. This is to be attended by all public and private school heads in Tayabas City.
12. Further, schedule of the quarterly examination as stipulated in **DO 012, s. 2025** shall be strictly observed. Advance schedule of examination for completing and graduating learners shall be discouraged. The announcement of the list of honors 15 days prior to the completion and graduation ceremonies shall no longer be applicable as to **DepEd Order No. 36, s. 2016** titled **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program**.
13. Private schools shall submit their school forms for checking relative to the issuance of the Special Order (S.O.) for their completers and graduates.
14. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DM No. 037, s. 2022
DO No. 012, s. 2025
DO No. 11, 2018

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

SCHOOL FORMS
SCHOOL CHECKING COMMITTEE
DIVISION CHECKING COMMITTEE

CID – preparation and checking of school forms for the end of school year 2025-2026
CIDGLND0-002700 /February 25, 2026

Enclosure 1:

**ASSIGNMENT OF THE DEPUTIZED DIVISION CHECKING COMMITTEE FOR
 MONITORING THE SCHOOL-BASED CHECKING**

March 24-27, 2026

CLUSTER	SCHOOLS	DEPUTIZED DCC
Cluster 1	Eugenio Francia IS Ilasan IS Mate IS Mayuwi IS	Louie L. Fulleo
Cluster 2	Tayabas City NHS* (Alsam IS) Luis Palad HIS West Palale NGS	Dr. Jerome A. Chavez
Cluster 3	Rosario Quesada INHS Buenaventura Alandy NHS Busal IS Dapdap IS	Dr. Michael Leonard D. Lubiano
Cluster 4	Alsam IS Katigan Alupay ES Pandakake IS Talolong IS* (Ilasan IS) Valencia ES	Dr. Mikael Sandino T. Andrey
Cluster 5	Domoit ES Masin ES Tayabas West CS II	Mildred Z. Galleno
Cluster 6	North Palale ES South Palale ES West Palale ES Tayabas West CS IV	Luzviminda Cynthia Richelle F. Quintero
Cluster 7	Lakawan ES Lawigue ES Tayabas East CS Wakas ES East Palale ES	Dr. Christian J. Bables
Cluster 8	Ipilan-Alitao ES Lalo ES Potol ES Tayabas West CS I Malao-a Calantas ES	Sherwin C. Quesea
Cluster 9	Tayabas West CS III Froilan E. Lopez ES Gibanga ES Kalumpang ES	Dr. Joseph Jay U. Aureada
TAYPRISA	All private schools	Joan Kathleen T. Brizuela

Enclosure 2:

COMPOSITION AND FUNCTIONS OF THE SCHOOL CHECKING COMMITTEE

I. School Checking Committee (SCC)

- Chairperson : School Head
 Vice Chairs : • ICT Coordinator or School System Administrator/s for LIS/EBEIS (for enrolment count and profile)
 • School Personnel in-charge of Curriculum and Assessment
 Members : Teacher Advisers or Grade Leaders
 School Personnel/Teacher in-charge of M & E (if already functional)

- Note : • The School Head shall determine the members of the SCC.
 • The Vice Chair for Enrollment Count and Learner Profile will focus on LIS-related issues and school report generation.
 • The Vice Chair for Curriculum and Assessment will ensure that the content of school forms and reports are compliant with the policies related to enrollment eligibility, curriculum, promotion, and retention.
 • Schools with three (3) 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 pre-checking of 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 result and findings of the DCC during the checking
4. Accomplish SFCR1 or School Forms Checking Report via online prior to the Division Checking of School Forms

II. Division Checking Committee (DCC)

Chairperson	Dr. Edwin R. Rodriguez	Chief ES, CID
Vice-Chairperson	Dr. Imelda C. Raymundo	Chief ES, SGOD
Member	Dr. Mikael Sandino T. Andrey	EPS, CID
Member	Marife R. Lagar	Planning Officer
Member	Dr. Montano L. Agudilla Jr.	SEPS – SM&E
Member	Mark Bryan F. Valencia	IT Officer

Functions of the Division Checking Committee

1. CID shall focus on the areas of enrollment eligibility and assessment which include promotion/retention or acceleration to ensure that the most recent policies are strictly observed.
2. SGOD shall validate the enrollment count, number of school leavers (dropped out), number of learners who transferred in/out, promoted/retained, and other enrollment-related indicators.
3. SGOD shall also conduct spot checks or head counts of learners vis-à-vis the SF1 and SF5 as necessary.

4. Division System Administrator (Planning Officer/SEPS for Planning and Research) shall validate the presented SF1 and SF5 with the actual online record of the school LIS.
5. Accomplish SFCR 2 via online.

III. Deputized Personnel (Division Checking Committee)

Chairperson	EPS
Vice-Chairperson	Lead Principal per Cluster <i>(to be determined by Cluster EPS)</i>
Members (Elementary)	All Elementary School Heads Identified PDOs in schools and CLCs Select SGOD Personnel
Members (Secondary)	All Secondary School Heads All Head Teachers

Enclosure 3:

Report Code: SFCR1

SCHOOL FORMS CHECKING REPORT

SCHOOL NAME: _____ **SCHOOL ID:** _____ **DISTRICT:** _____

Table 1. Learner Records Examined/Reviewed

Grade Level	Section	Name of Adviser	Date Checked	No. of Examined/Reviewed*			No. with Inconsistency or Incomplete Supporting Documents			% Accuracy**
				Male	Female	Total	Male	Female	Total	
School Total										

Table 2. Learner Records with Inconsistency/ies or Errors

Grade Level	Section	Name of Adviser	No. of Records per Nature of Error*			SCC/DCC Observation/Comment or Technical Assistance Provided
			With Incomplete Supporting Documents	With Inconsistency/Error	Total	

*Do not include Temporarily Enrolled Learners as defined in DepEd Order No. 3, s. 2018.

**%Accuracy refers to the percentage of correct/consistent records over total records examined or reviewed.



Address: Brgy. PotoI, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabas.ph

