



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 March 2025

DIVISION MEMORANDUM

No. **181** s. 2025

PREPARATION AND CHECKING OF SCHOOL FORMS FOR END OF SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary 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. 009, s. 2024** titled **Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025**, this Office informs all concerned on the preparation and checking of school forms for **SY 2024 – 2025** starting on **April 10, 2025**.
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 **April 10-11, 2025** 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 the 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 DCC, the school head **shall submit** one duly signed copy of **SF 4, SF 5, SF 6**, and **SFCR 1** to 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. 003, s. 2024
 - 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**.
10. An orientation on the Checking of School Forms shall be announced through an advisory. This is to be attended by all public and private school heads in Tayabas City.
11. Further, schedule of the quarterly examination as stipulated in **DO 009, s. 2024** 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** and **DO 009. 2024**.
12. Private schools shall submit their school forms for checking relative to the issuance of the Special Order (S.O.) for their completers and graduates.
13. The proposed composition and functions of the school and division checking committees are found in **Enclosure 2**.
14. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DM No. 037, s. 2022; DO No. 003, s. 2024;
DO No. 11, 2018; DO 36, s. 2016

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 end of SY 2024-2025
CIDBD5BN-001627/March 11, 2025

Enclosure 1

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

April 10-11, 2025

CLUSTER	SCHOOLS	DEPUTIZED DCC
Cluster 1	Eugenio Francia IS Ilasan IS Mate IS Mayuwi IS	Louie L. Fulleo
Cluster 2	Tayabas City NHS Luis Palad IHS West Palale NHS	Jerome A. Chavez
Cluster 3	Rosario Quesada INHS Buenaventura Alandy NHS Busal IS Dapdap IS	Michael Leonard D. Lubiano
Cluster 4	Alsam IS Katigan Alupay ES Pandakake IS Talolong IS Valencia ES	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 Cipriano J. Querubin ES East Palale ES	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	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	Edwin R. Rodriguez	Chief ES, CID
Vice-Chairperson	Imelda C. Raymundo	Chief ES, SGOD
Member	Mikael Sandino T. Andrey	EPS, CID
Member	Marife R. Lagar	Planning Officer
Member	Montano L. Agudilla Jr.	SEPS – SM&E
Member	Mark Brian 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