



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**17 April 2026**

DIVISION MEMORANDUM  
No. 262 s. 2026

**DIVISION CHECKING OF SCHOOL FORMS FOR THE  
END OF SCHOOL YEAR 2025-2026**

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


1. With reference to **Division Memorandum No. 132, s. 2026** titled **Preparation and Checking of School Forms for the End of School Year 2025-2026**, this Office announces the **Division Checking of School Forms for End of School Year 2025-2026** on **May 6, 2026** in various venues.
2. The Division Checking Committee (DCC), through the Deputized Personnel, leads the checking of school forms for all grade levels.
3. The composition of the DCC and Deputized Personnel are attached in Enclosure 2 of **DM No. 132, s. 2026**, for reference.
4. School heads may identify teachers and/or master teachers to assist in the conduct of the activity but this should be on a **voluntary basis**. The school-based personnel primary involved in this activity are the school heads, assistant school head designates, head teachers, administrative officers, administrative assistants, and project development officers. Further, locally funded teachers may also be tapped for the activity.
5. Teachers and/or master teachers who shall participate in the activity shall be entitled to receive Vacation Service Credits pursuant to existing policies of the Department on the grant of Vacation Service Credits.
6. Attached in Enclosure 1 is the cluster of schools and venues for the activity.
7. The following documents and school forms are needed during the activity:
  - a. SFCR 1 (Duly Signed)
  - b. School Form 1 (LIS Generated)
  - c. School Form 4 (Month of March)
  - d. School Form 5 (LIS Generated)
  - e. School Form 9 (Duly Signed)
  - f. School Form 10 with attachments

8. Should there be instances where learners shall transfer out of the school and request for a copy of their SF 9, schools shall provide the copy of the requested document and shall have in their file a certified true copy for the division checking.
9. Expenses relative to the conduct of this activity shall be charged against available MOOE and/or local funds subject to usual accounting and auditing procedures.
10. For questions or clarifications, please contact Mikael Sandino T. Andrey, Education Program Supervisor–CID, through [mikaelsandino.andrey@deped.gov.ph](mailto:mikaelsandino.andrey@deped.gov.ph).
11. Immediate and wide dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**MONTANO L. AGUDILLA JR.**  
Senior Education Program Specialist - SMME  
Officer-in-Charge

Encl.: As stated  
Reference: DM No. 132, s. 2026  
To be indicated in the Perpetual Index  
under the following subjects:

SCHOOL FORMS  
END-OF-SCHOOL-YEAR

CID– division checking of school forms for the end of school year 2025-2026  
CID1CHM2-002946/April 17, 2026

Enclosure 1:

**Cluster and Venues for the Division Checking of School Forms**

Cluster	Schools	Deputized DCC	Venue
Cluster 1 Cluster 2 Cluster 3	Eugenio Francia IS Ilasan IS (Talolong IS) Mate IS Mayuwi IS  Luis Palad IHS West Palale NHS  Rosario Quesada INHS Buenaventura Alandy NHS Busal IS Dapdap IS	Louie L. Fulleo Jerome A. Chavez Michael Leonard D. Lubiano Marife Lagar <i>All school heads, AOs, PDOs, head teachers, and master teachers in the clustered schools</i>	Luis Palad Integrated High School
Cluster 4 Cluster 8	Alsam IS (Tayabas City NHS) Katigan Alupay ES Pandakake IS Valencia ES  Ipilan-Alitao ES Lalo ES PotoI ES Tayabas West CS I Malao-a Calantas ES	Mikael Sandino T. Andrey Sherwin C. Quesea John Cavin S. Rodil La Trisha Dalit <i>All school heads, AOs, PDOs, head teachers, and master teachers in the clustered schools</i>	Tayabas West Central School I
Cluster 6 Cluster 9	North Palale ES South Palale ES West Palale ES Tayabas West CS IV  Tayabas West CS III Froilan E. Lopez ES Gibanga ES Kalumpang ES	Luzviminda Cynthia Richelle F. Quintero Joseph Jay U. Aureada Montano Agudilla, Jr. <i>All school heads, AOs, PDOs, head teachers, and master teachers in the clustered schools</i>	Tayabas West Central School III
Cluster 7 Cluster 5	Lakawan ES Lawigue ES Tayabas East CS Cipriano Querubin ES East Palale ES  Domoit ES Masin ES Tayabas West CS II <b>All Kindergarten</b>	Christian J. Bables Mildred Z. Galleno Generosa F. Zubieta Joan Kathleen Talabong <i>All school heads, AOs, PDOs, head teachers, and master teachers in the clustered schools</i>	Tayabas East Central School

\*Schools Forms of all Kindergarten shall be checked at TECS.