



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**DIVISION MEMORANDUM**

No. *009*s. 2017

**TO:** OIC, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD  
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNED

**FROM:** CATHERINE P. TALAVERA, Ph.D.  
OIC, Schools Division Superintendent

**SUBJECT:** SCHEDULE OF FINAL EXAMINATIONS OF PUPILS AND MONITORING OF CHECKING OF  
DEPED FORMS

**DATE:** MARCH 13, 2017

1. In compliance with DepED Order No 23, s. 2016 School Calendar for School Year (SY) 2016-2017 this office announces the schedule of final examination and reading of forms for graduating and lower grade/year levels.

**Schedule of Final Examinations and Reading of Forms**

DATE		GRADE/YEAR LEVEL
March 16-17,2017	Final Examinations	Grade 6 and Grade 10 Candidates for honor Grades 1-5 and Grade 7-9
March 20-21,2017	Reading of Forms (School-based)	Graduating and Honor Pupils/Students Deliberation of Documents of Honor Pupils/Learners
March 23-24,2017	Final Examinations	Grades 1-5 and Grades 7-9
March 27-31, 2017	Reading of Forms (School-based)	Grades 1-5 and Grades 7-9
April 3-4, 2017	Received and Validation of School Forms (Division Level)	
April 5-7, 2017	Graduation and Moving Up Ceremony or Completion	
April 7, 2017	End of Classes	
April 10-12, 2017	Distribution of Report Cards	

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

tel. no. : (042) 797-0591

telex no. : (042) 797- 0054), (042) 797-0773





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



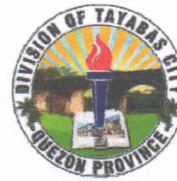
2. Attached herewith are the guidelines for checking of forms, checking committee and sample program for graduation/moving up ceremony.
3. For the guidelines on awards and recognition, please refer to **DepEd Order No. 36 s. 2016**.
4. The pertinent documents shall be cross-checked by the School Checking Committee, and monitored by the EPS and SGOD Personnel before submission to the planning unit.
5. Honor pupils/students of the graduating class shall not be announced unless all pertinent documents shall have been duly signed by the Schools Division Superintendent.
6. All School Heads are advised to adhere to the government's austerity program and Dep Ed policies on holding graduation ceremonies.
5. This office would also like to remind all concerned to the **NO COLLECTION POLICY**.
6. Immediate dissemination and strict compliance with this memorandum is directed.







Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



Attachment No. 1

**REVISED GUIDELINES IN THE ACCOMPLISHMENT AND CHECKING OF FORMS**  
**Grades 1-10**  
**SY 2016-2017**

**GENERAL GUIDELINES**

1. All data should tally in all Dep ED Forms.
2. Accomplished all FORMS neatly and legibly in BLACK INK using good quality of ball pen to ensure permanent of records.
3. In case of doubt in the pupils' information, require birth certificate which can be gotten from the Local Civil Registrar or NSO for reference.
4. Form 138-E must be issued one week after the rating period and must be returned duly signed by the parent.
5. Learners Reference Number (LRN) shall be indicated in the pupils Permanent Record (Form 137) and Report Card (Form 138) on the designated space.
6. Extra care should be considered in all forms as well as in determining honor pupils/students to avoid any problem/complaint. ( DepEd Order No. 36 s. 2016, DepEd Order No. 8, s.2015, DepEd Order No 29 s. 2015, DepEd Order No 55 s. 2016 ).

**A. ACCOMPLISHMENT OF DEPED FORMS**

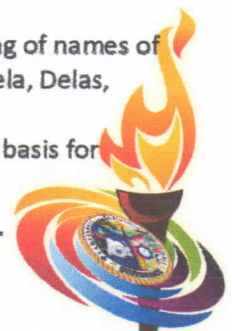
**SCHOOL FORM 1 (SF 1)- SCHOOL REGISTER**

- a) All teacher-advisers should accomplish carefully School Form 1 (SF1) – School register. Correct alphabetizing of the names of pupils/students should be taken into account especially surnames with De, De la, De Las, De los, Dela, Delas, Delos.
- b) The modified SFs with instruction on how to accomplish them and the description of each data element per form is provided in Enclosure Nos. 1 and 2 of Dep Ed Order No 4 s. 2014.
- c) It is very important to ensure that the date to be reflected in the forms is consistent with the data encoded into the Enhanced Basic Education Information System (EBEIS) and into the Learners Information System (LIS).
- d) The cut-off period for recording of the Beginning of School Year (BOSY) Reports in all SFs will be every Friday of the first week of classes of each school year.
- e) School Heads will be held accountable and liable for any deliberate wrong entry on the forms.

**RATING SHEET**

- a) All teachers-advisers should accomplish carefully the Rating Sheets. Correct alphabetizing of names of pupils/students should be taken into account especially surnames with De, De la, De Las, De los, Dela, Delas, Delos.
- b) The summative assessment shall be classified into three ( 3) components and will be the basis for grading. (Refer to Dep Ed Order No. 8 s. 2015)

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*  
Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) tel. no. : (042) 797-0591  
Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph) telefax no. : (042) 797- 0054), (042) 797-0773





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



These components are given on the specified period below;

- **Written Work (WW)** – is given at the end of the topic or unit.
- **Performance Task (PT)** – is given at the end of a lesson focusing on a topic/skill lesson
- **Quarterly Assessment (QA)** – is given once at the end of the quarter

Specific weights percentages assigned by component for Grades 1 to 10.

Grade Level	Components	Language/AP/EsP	Science/Math	MAPEH/EPP/TLE
1 to 10	Written Work	30%	40%	20%
	Performance Task	50%	40%	60%
	Quarterly Assessment	20%	20%	20%

c) The Award for Academic Excellence within the quarter is given to the learners from Grades 1 to 12 who have attained of at least 90 and passed the learning areas. The Average Grade per quarter is reported as a whole number following DepEd order No. 8 s. 2015.

**Academic Excellence Award**

ACADEMIC EXCELLENCE AWARD	AVERAGE GRADE PER QUARTER
1. With Highest Honors/May Pinakamataas na Karangalan	98-100
2. With Highest Honors/ May Mataas na Karangalan	95-97
3. With Honors/ May Karangalan	90-94

d) To find the general average for Grades 1-5 and 7-11, a divisor of eight (8) will be used, five ( 5) as a divisor for grade 6. Note: The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades.







Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**Academic Excellence Award**

<b>ACADEMIC EXCELLENCE AWARD</b>	<b>GENERAL AVERAGE</b>
1. With Highest Honors/May Pinakamataas na Karangalan	98-100
2. With Highest Honors/ May Mataas na Karangalan	95-97
3. With Honors/ May Karangalan	90-94

e) Conduct Awards for Grades 4 to 12 in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and subject teachers, using the guidelines stipulated in Section VI of Dep Ed Order No. 8 s. 2015. Awardees must have consistently and dutifully carried out the core values of the Department as indicated in the report card. They must have obtained a rating of at least 75% "Always Observed" (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card. They also must have not been sanctioned with offenses punishable by suspension or highest sanction within the school year according to the Department's service manual and child protection policies.

f) A non- numerical rating scale will be used to report on learners' behavior demonstrating the Core Values as stated below:

**MARKING**

AO  
SO  
RO  
NO

**NON-NUMERICAL RATING**

Always Observed  
Strongly Observed  
Rarely Observed  
Not Observed

g) Dep Ed Order No 36, s. 2016 entitled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program shall be considered. (Please see attached Dep Ed Order).

**FORM 137-E PERMANENT RECORD**

a) Fill in all necessary data together with the pupils personal data on the form.

b) Write the printed full name of the teacher-in-charge above the words "Eligible for Admission to Grade \_\_\_\_\_". (F- 137-E)

c) The existing guidelines provided in Dep Ed Order No. 8 s. 2015 will be used in computing the rating of pupils/students.

d) The Average Grade per Quarter and the General Average is reported as a whole number following DepEd Order No 8 s. 2015.

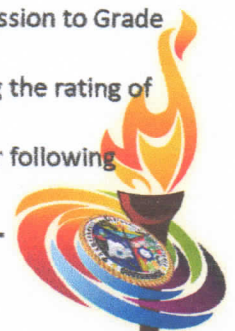
*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

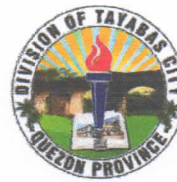
tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



- e) Eligible for admission to Grade \_\_\_\_\_ should be written in words.
- f) Prepare two copies (2) for this form.

**FORM 138-E REPORT CARD**

- a) Accomplish Form 138-E only after the grades are recorded in Form 137.
- b) Names and arrangement of subjects should be written in full.
- c) **Periodical Rating** per learning area is rounded to whole number.
- d) The Average Grade per Quarter and the General Average is reported as a whole number following DepEd Order No 8 s. 2015
- e) The teacher /adviser should affix his/her initial in **GENERAL AVERAGE**. Example: (90)
- f) Write the final rating of each of the four (4) components of MAPEH (Grades 1-5), MAPE only for Grade 6.
- g) The grades of the components in MAPEH should also be written in black ink also.
- h) The Certificate of Transfer should also be filled up.

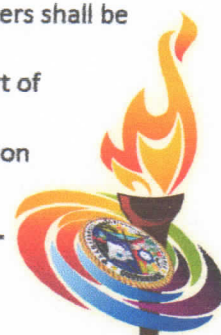
**SCHOOL FORM 5 (SF 5) - REPORT ON PROMOTION, PROGRESS AND ACHIEVEMENT**

- a) The form shall be accomplished by all grade levels to be prepared by the adviser.
- b) Encode the complete name of the curriculum (BEC).
- c) Grade and section should be written in words.
- d) Learners Reference Number (LRN) shall be indicated in the form.
- e) List down the names of pupils alphabetically excluding those who transferred out. The middle name should be written right after the first name.
- f) The FINAL RATING per subject area should be taken from the record of subject teachers. The class advisers should compute the General Average.
- g) The word **PROMOTED, CONDITIONAL, RETAINED** should be written under **Action Taken**.
- h) Data must be tally with the total enrolment report as of End of School Year (EBEIS)
- i) Instructions and descriptions of each data are provided in the form.
- j) Fill in all necessary data.

**SCHOOL FORM 6 ( SF 6) – SUMMARIZED REPORT ON PROMOTION, PROGRESS AND ACHIEVEMENT**

- a) After receiving and validating the Report for Promotion submitted by the class advisers, the School Head shall compute the grade level total and school total.
- b) This report together with the copy of Report for Promotion submitted by the class advisers shall be forwarded to the Division Office by the end of the school year.
- c) The Report of promotion per grade level is reflected at the End of the School Year Report of GESP/GSSP.
- d) Protocols of validation and submission are under the discretion of the OIC Schools Division Superintendent.

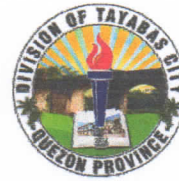
*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*  
Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) tel. no. : (042) 797-0591  
Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph) telefax no. : (042) 797- 0054), (042) 797-0773







Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



#### B-CHECKING OF FORMS

1. Each school should form a checking committee with the School Head as Chairman and the Guidance Counselor (if there is any and three (3) key teachers as members. The Committee will be held responsible for the accurate checking of all DepEd Forms from Grades 1-11 with particular attention on the computation and determination of honor pupils.

2. School Form 5 (SF5) will be received and validated by the Division Representatives by Grade Level.

**IMPORTANT REMINDERS IN THE SELECTION OF HONOR PUPILS/STUDENTS FOR GRADES 1-11 (DEP ED ORDER NO 36, S. 2016)**

#### C- CHECKING OF DIPLOMA/CERTIFICATE OF COMPLETION

1. LRN should be written just below the Name of the Learner
2. Documentary Stamp together with the School Dry Seal should be at the Lower Left.
3. Yellow gold seal is discouraged.

#### D- TAKE NOTE OF THE FOLLOWING;

Total No. of School Days:	202
Date Closed:	April 7, 2017
Date of Issuance of Diploma:	Date of Graduation
Date of Graduation:	April 5-7, 2017
Theme:	Sabay –Sabay na Hakbang Tungo sa Maunlad na Kinabukasan
Reference:	DepEd Order No. 8, s. 2017





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas

**VALIDATION OF SCHOOL FORMS**  
**SY 2016-2017**

MONITORING OFFICIAL	SCHOOLS TO BE MONITORED	DATE
Louie Fulleo	Domoit ES, FELES, Kalumpang ES, Maryhill Avida, Metro Lucena, Leveriza	April 3-4, 2017
Sancho Calatrava	Gibanga ES, Bukal ES, Poto ES, Malao-a ES	April 3-4, 2017
Christian Bables	Katigan ES, Ilasan ES, Masin ES, Valencia ES, Ilasan Adventist, San Roque Parochial School	April 3-4, 2017
Joseph Jay Aureada	Pandakaki ES, Mate ES, Lakawan ES	April 3-4, 2017
Sherwin Quesea	EPES, SPES, NPES, WPES, WPNHS	April 3-4, 2017
Mildred Galleno	TWCS1, Little Mikko, St. Lucy, St. John Bosco (Elem), Casa Del Nino	April 3-4, 2017
Generosa Zubieta	Dapdap ES, Lalo ES, TWCS 4, TWCS 3,	April 3-4, 2017
Georgia Talabong	TECS 2, TECS 3, TWCS 2, Kiddie School, Senior High School	April 3-4, 2017
Pelagia Manalang	Wakas ES, RQNHS, OLAV, St. John Bosco (HS), TECS I	April 3-4, 2017
Richelle Quintero	Alsam ES, Lawigue ES, LPNHS, Ipilan ES	April 3-4, 2017





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**DIVISION OF TAYABAS CITY**  
Tayabas City



**DIVISION CHECKING COMMITTEE**  
**SY 2016-2017**

MONITORING OFFICIAL	SCHOOLS TO BE MONITORED	DATE (March 27-31, 2017)
Aldwin V. Capistrano	Domoit ES, FELES, Kalumpang ES, Maryhill Avida, Metro Lucena, Leveriza	March 20-21 2017 (Grade 6 & 10 Honor Pupils/ Students March 27-31, (Grade 1-5, Grade 7-9)
Nonilon Z. Nadal	Katigan ES, Ilasan ES, Masin ES, Valencia ES, Ilasan Adventist, San Roque Parochial, EPES, South Palale ES, West Palale National High School	March 20-21, 2017 (Grade 6 & 10 Pupils/ Students March 27-31 (Grade 1-5, Grade 7-9)
Olga R. Endencia	Pandakaki ES, Mate ES, Lakawan Es, WPES	March 20-21, 2017 (Grade 6 & 10 honor Pupils/ Students March 27-31 (Grade 1-5, Grade 7-9)
Marife R. Lagar	Dapdap ES, Lalo ES, TWCS 4, TWCS 3, TWCS 1	March 20-21 (Grade 6 & 10 Honor Pupils/ Students March 27-31 (Grade 1-5, Grade 7-9)
Fideliza V. Luces	TECS 2, TECS 3, TWCS 2, Kiddie School, Senior High School, Gibanga ES, Potol ES	March 20-21, 2017 ( Grade 6 & 10 Honor Pupils/ Students March 27-31 (Grade 1-5, Grade 7-9 Grade 11)
Ermelo A. Escobiñas	Wakas ES, RQMNHs, OLAV, St. John Bosco (HS, TECS I	March 20-21, 2017 (Grade 6 & 10 Honor Pupils / Students March 27-31 (Grade 1-5, Grade 7-9)
Aillen A. Averilla	Alsam ES, Lawigue ES, LPNHS, Ipilan, Little Mikko, St. Lucy, St. John Bosco (Elem), Malao-a ES, Casa Del Niño	March 30-21, 2017 (Grade 6 & 10 Honor Pupils/ Students March 27- 31 (Grade 1-5, Grade 7-9)



*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

tel. no. : (042) 797-0591

Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

telefax no. : (042) 797-0054), (042) 797-0773