



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

March 03, 2025

DIVISION MEMORANDUM

No. 147, s. 2025

DIVISION-DISTRICT BASED CHECKING OF SCHOOL FORMS AND OTHER PERTINENT DOCUMENTS OF KINDERGARTEN, GRADE 6, GRADE 10 AND GRADE 12

To: OIC- Assistant Schools Division Superintendent
CID Chief and OIC-SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
All others Concerned

1. The Office announces the Division -District Based Checking and validation of School Forms and other pertinent documents of Kindergarten, Grade 6, Grade 10, and Grade 12 learners with the given schedule and venue.

| Date | Activity | Venue |
|------------------------|--|------------------------------------|
| April 2,3, & 4, 2025 | School Level Checking | Respective School |
| April 9,10, & 11, 2025 | Division-District Based Level Checking | District Offices / Central Schools |

Note: Please be reminded that there will be no checking of forms at the District Level, but the PSDS shall provide technical assistance to all schools within his/her jurisdiction without duplicating the checking activity at the School Level (DO 11, s. 2018)

2. The school forms and other pertinent documents to be checked and validated are as follows:

| | |
|--------------|--|
| Kindergarten | PSA issued Birth Certificate / other equivalent document |
| | SF 1 – School Register - (LIS Generated) |
| | SF 9 – Kindergarten Progress Report |
| | SF 5K – Report on Promotion (LIS Generated) |
| | Kindergarten Completion Certificate |
| | ECCD Checklist |

| Grade Level | School Forms and other Pertinent Documents |
|-------------|---|
| Grade 6 | PSA issued Birth Certificate / other equivalent document |
| | SF 1 – School Register – (LIS Generated) |
| | SF 5 – Report on Promotion (LIS Generated) |
| | SF 6 – Summary Report on Promotion |
| | SF 9 – School Report Card |
| | SF 10 – Form 137 |
| | Diploma |
| Grade 10 | PSA issued Birth Certificate / other equivalent document |
| | SF 1 – School Register – (LIS Generated) |
| | SF 5 – Report on Promotion (LIS Generated) |
| | SF 6 – Summary Report on Promotion |
| | SF 9 – School Report Card |
| | SF 10 – Form 137 |
| | Junior High School (JHS) Completion Certificate |
| Grade 12 | PSA issued Birth Certificate / other equivalent document |
| | SF 1 – School Register – (LIS Generated) <i>To be validated by the Division Planning Officer</i> |
| | SF 2 – Report on Attendance |
| | SF 5A & 5B - Report on Promotion (LIS Generated) |
| | SF 6 – Summary Report on Promotion |
| | SF 7 – Inventory of School Personnel |
| | SF 9 – School Report Card |
| | SF 10 – Form 137 |
| | Immersion Portfolio (Sample per Strand) |
| | Diploma |

3. SF 10 and SF 9 (formerly Form 137 and 138, respectively) shall be manually updated and must be consistent with the SF 5 and other documents as stipulated on page 7, par.2 of DepEd Order No. 11, s. 2018.

4. For Grade 10 and Grade 12 levels, the Student Evaluation Form shall be presented to further evaluate students' status.

5. Senior High School (SHS) School Heads are required to submit to the Division Planning Officer (Attn: Ms. Marlie M. Mendoza) a certification of their offerings for validation against LIS. The validated certification will be part of the documents to be presented during the checking.

6. Guidelines on the preparation and checking of School Forms are based on DepEd Order 11, s. 2018 dated March 07, 2018. Any document that is not compliant with the format will not be recognized nor accepted. Herein is the composition of the Division Checking Committee (DCC), to wit:

| DIVISION CHECKING COMMITTEE (DCC) COMPOSITION (Reference: DepEd Order No. 11, s. 2018, dated March 07, 2018) | |
|---|---|
| Chair | Chief of Curriculum Implementation Division (CID) |
| Vice Chairs | OIC-Chief of School Governance and Operations Division (SGOD), and Public Schools District Supervisors (PSDSs) |
| Members | Education Program Supervisors (EPSs) to be identified by the Chair |
| | Senior Education Program Specialist for Planning and Research (SGOD) Division Planning Officer (SGOD) |
| | Other Division or School Personnel to be identified by the Chair, & Vice Chair |

| DISTRICT | CID PERSONNEL | OTHER DIVISION PERSONNEL | OTHER SCHOOL PERSONNEL |
|--------------|--------------------------|---------------------------|------------------------|
| Calbayog 1 | Nora G. Capetillo | Ma. Marlie M. Mendoza | School Heads |
| | Rina M. Aboganda | | AO2s & COs |
| Calbayog 2 | Alma R. Caber | Galina V. Panela | School Heads |
| | Joshua Sherwin T. Lim | | AO2s & COs |
| Calbayog 3 | Annabelle O. Yangzon | Oscar D. Billate Jr | School Heads |
| | Dr. Joy B. Saldana | | AO2s & COs |
| Calbayog 4 | Jose A. Abon | Rosalia M. Rivera | School Heads |
| | Dr. Nelson R. Bello | | AO2s & COs |
| Calbayog 5 | Reynaldo T. Bernales | Sharon D. Balza | School Heads |
| | Dr. Erwin L. Purcia | | AO2s & COs |
| Calbayog 6 | Teresa Villa | Carren Meryl Cabadsan | School Heads |
| | Mercedita S. Garcia | | AO2s & COs |
| Tinambacan 1 | Ma. Teresa S. Simon | Robert Anthony Ygrubay | School Heads |
| | Beverly Longcop | | AO2s & COs |
| Tinambacan 2 | Elbert Ongcal | Eric B. Doroja | School Heads |
| | Arnold M. Jaraba | | AO2s & COs |
| Tinambacan 3 | Esther A. Siozon | Marian C. Advincula | School Heads |
| | Noel E. Sagayap | | AO2s & COs |
| Oquendo 1 | Noemi Castante | Asther E. Bachar | School Heads |
| | Ricky S. Cano | | AO2s & COs |
| Oquendo 2 | Benedicto M. Merales | Engr. Jordan D. De Veyra | School Heads |
| | Dr. Lourdes L. Matan | | AO2s & COs |
| Oquendo 3 | Dr. Geraldine P. Sumbise | Engr. Lyrian L. Montances | School Heads |
| | Leah Arnejo | | AO2s & COs |

7. Guidelines in Checking of Diploma and certificates are the following:

- Original signature of SDS shall be used in diplomas and certificates with the initial of PSDS and EPS District Adopter.
- The documentary stamp and the school seal shall be placed on the left side of the certificate /diploma just above the name of the school head. Documentary stamps are not required for kindergarten certificates.
- All public schools are mandated to distribute the original diploma to the completers, and/or graduating students during the **MOVING-UP CEREMONY** for Kindergarten and Grade 10, and **COMMENCEMENT EXERCISES** for Grade 6 and Grade 12.

8. For uniformity, all public schools shall use and check the following:

- a. SF 5 – check the LRN against the certificates
- b. Name reflected in the diploma should be based on the PSA.
- c. Region number should be written in Roman Numeral
- d. Parchment paper is the suggested materials for printing.
- e. There should be no stains on the certificates,
- f. There shall be no borders and watermarks in the diploma.
- g. Only 2 logos are to be included. DepEd logo (left); Division logo (right)
- h. SDS' name should be written as:
MARGARITO A. CADAYONA JR. PhD, CESO VI
- i. Check if the letterhead states "Sangay ng Calbayog"
- j. TIC is translated as Gurong Namamahala, Head Teacher as Pangulong Guro, and Principal as Punong-Guro.
- k. The name in the certificate/diploma should be stated as First Name, Middle Initial, Surname.
- l. Cards and Permanent Records are written as Surname, Firstname, Middle Initial
- m. Placement of Jr. as an extension name should be based on its placement in the PSA birth certificate.
- n. Date of diploma issuance is based on the actual date of moving up ceremonies and commencement exercises.
- o. For SHS, the track and strand will be reflected in the certificate based on the SF 5A and SF 5B.

9. Attached herewith is a sample copy/template of the diploma and certificate based on DepEd Order No. 2, s. 2019.

10. The date of issuance of Moving-Up certificates (Katunayan) and Diplomas shall be the actual date of the conduct of Moving-Up Ceremony /Commencement Exercises.

11. The End-of- School Year (EOSY) Rites shall be on April 14-16, 2025 as stated in Enclosure No. 2 to DepEd Order No. 009, s. 2024, dated July 15, 2024.

12. Furthermore, the number of school days for the School Year 2024-2025 is 173.

| | |
|----------------|----|
| July 2024 | 3 |
| August 2024 | 20 |
| September 2024 | 21 |
| October 2024 | 23 |
| November 2024 | 20 |
| December 2024 | 15 |
| January 2025 | 21 |
| February 2025 | 19 |
| March 2025 | 21 |
| April 2025 | 10 |

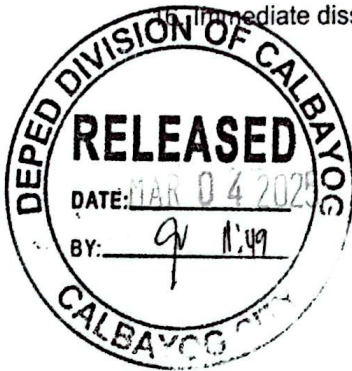
Source: Enclosure No. 2 to DepEd Order No. 009, s. 2024, dated July 15, 2024.


13. Travel and other incidental expenses of school personnel involved in the checking and validation are chargeable to the Local School MOOE, while the Division Personnel is chargeable to the Division Fund, subject to its availability and the usual accounting and auditing rules and regulations.

14. Enclosed in this memorandum is the template for the EOSY Rites Schedule for SY 2024-2025.

15. This Memorandum serves as Authority to Travel for all participants.

16. Immediate dissemination of and compliance with this Memorandum is desired.




MARGARITO A. CADAYONA JR. Ph.D. CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure:

Reference:

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

