



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

May 4, 2022

DIVISION MEMORANDUM
No. 143, S. 2022

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Heads of Private Elementary and Secondary Schools
All Others Concerned

**SCHOOL AND DIVISION CHECKING OF FORMS IN THE PRIVATE
ELEMENTARY AND SECONDARY SCHOOLS**

1. Pursuant to the DepEd Memorandum No. 37, s. 2022, Resumption of Implementation of the Policy of Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparations and Checking of School Forms), this Office announces the conduct of school level checking of school forms in all KINDERGARTEN, ELEMENTARY and JUNIOR HIGH SCHOOL private schools immediately after the last day of their school days as indicated in their respective school calendar. While Division level checking will be done through submission of SF 5 and 6 after the conduct of the school level checking of forms. On the other hand, checking of Form IX and other forms needed for Special Order (SO) Number Issuances for the SENIOR HIGH SCHOOLS shall be conducted on May 17 – 20, 2022.
2. It is reiterated that all procedures and guidelines as well as the required School Forms to be checked on the day of checking stipulated in the DepEd Order No.11, s.2018 entitled "Guidelines on the Preparation and Checking of School Forms" shall be strictly followed.
3. School Heads are tasked to fully manage, coordinate, and oversee the conduct of school level checking of forms. Also, they are instructed to designate School Checking Committee (SCC) vice chairs and members to facilitate the necessary preparations and to set the school level checking of forms.
4. It is expected that all guidelines that were discussed during the meeting of school heads of private schools dated April 8, 2022, at Montessori de Sagrada de Familia, Inc., Baliuag, on checking of forms for SO issuances for the Senior High Schools shall be strictly observed.
5. Enclosure No.1 contains the schedule of checking of School Forms, the signatories, and the composition of the deputized Division Checking Committee (DCC) personnel/DCC representatives who will sign the School Forms Checking Reports 1 (SFCR 1), the number of class days for School Year 2021-2022, the deadline of submission of required School Forms to



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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the Division Office, and the composition of the Division Checking Committee. Enclosure No. 2 contains the details on checking of forms for Special Order Number Issuance in the Senior High Schools.

6. It is expected that all participants in the conduct of these activities shall observe the minimum health standard protocols in compliance to Inter-Agency Task Force (IATF) policies under Alert Level 1 as pre-emptive interventions to combat COVID 19.
7. Compliance with and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD., CESO V
Schools Division Superintendent





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Enclosure No.1 to the Division Memorandum No. 143, s.2022

A. SCHEDULE OF THE CHECKING OF SCHOOL FORMS

School Level Checking of Forms	Division Level
Kinder, Grades 6, 10 and Grade 12 (immediately after the last day of the school calendar)	Submission of the ff. forms at the Division Office: SFCR 1, SF 5, and SF 6 (Note: School heads shall coordinate with PSDS in charge of the district for monitoring purposes)

B. SIGNATORIES OF SCHOOL FORMS CHECKING REPORT 1 (SFCR 1)

SFCR	SIGNATORIES OF SFCR 1 per DepEd Order 11, s.2018
SFCR 1 (School Forms Checking Report 1)	1. School Checking Committee (SCC) Chair and Members 2. Division Checking Committee (DCC) Chair, Vice Chair and Members

C. NUMBER OF CLASS DAYS FOR SCHOOL YEAR 2021-2022 (DepEd Order No.029, s.2021)

Total Class Days	209
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D. SCHEDULE OF SUBMISSION OF SPECIFIC SCHOOL FORMS

SCHOOL FORM	In-Charge of Submission:	Date of Submission	Submit to:
1. School Form Checking Report 1(SFCR 1)	School Head of Private Schools	On or before June 24, 2022	Division Office
2. School Form 5 (SF 5)			
3. School Form 6 (SF 6)			

E. Division Checking Committee (DCC)

Chair: Gregorio C. Quinto, Jr., EdD Chief EPS, CID
Vice Chair: Cecilia S. Custodio, PhD Chief EPS, SGOD
All Public Schools District Supervisors
Members:
Jay-Arr C. Tayao - EPS, SGOD
Jay Arr V. Sangoyo, PhD. - EPS, English/Division School Forms Coordinator
Paulo Eduardo C. Cruz, Jr. - Planning Officer III
Maribel S. Perez - SEPS, Planning and Research





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Enclosure No. 2 to the Division Memorandum No. 143, s.2022

Date	Venue	Districts	Districts' Coordinators	Name of School	Monitoring Team
May 17 - 20, 2022	Colegio de Calumpit, Inc.	Calumpit	Celita Reyes	Colegio De Calumpit	SGOD Personnel All Public Schools District Supervisors in charge of the district
		Hagonoy	Rolando Bartolome	Saint Anne's Catholic School	
		Pulilan	Catherine De Jesus	St. Gabriel Academy of Pulilan	
		Paombong	Rolando Bartolome	St. Anne's Catholic School	
		Bulakan	Teresita Francisco	Moulder of Youth Montessori	
May 17 - 20, 2022	Richwell Colleges	Plaridel	Romeo Dela Rosa	Richwell Colleges	
		Guiguinto	Connie Doloso	St. Martin De Porres Catholic School	
		Bustos	Jocelyn Santiago Sophia Lauren Perpetua	Colegio de Sto. Nino de Bustos Mary and Jesus School	
		Pandi	Sol Gonzales	ICCDC	
May 17 - 20, 2022	Dr. Yanga's Colleges Inc.	Bocaue	Rosalinda Rodriguez	Jesus Is Lord Colleges Foundation	
		Marilao	Ann Concepcion Natividad	St. Michael School of Marilao	
		Obando	Marietta San Jose	Obando Montessori School	
		Balagtas	Rodel C. Manicad	Colegio De Roma, Inc.	
May 17 - 20, 2022	Living Angels Christian Academy, Inc.	Baliuag	Alvin Alma Jose Cynthia Angeles Melody Castro	Baliuag University Escuela De Angela Merci Second Home Academy	
		San Ildefonso	Rhoda Manuel Lovelyn Ledda	Goldenville Academy VOJ Eastgate Christian Academy	
		San Miguel	Normie San Diego Alicia Rodriguez	Waminal Achievers Academy Park Ridge Montessori	
		San Rafael	Malla Moya Marilou Dimaapi Eric Paguia	Bulacan Ecumenical School	



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				Sto. Nino Academy of San Rafael St. Lukes School of San Rafael	
May 17 - 20, 2022	Buenasher Academy, Inc.	Angat	Francie Castro	Colegio de Sta. Monica de Angat	
		Sta. Maria	Emeliza Laurencia Ning San Pedro	Aquinas De Escolar Academy Buenasher Academy, Inc.	
		Norzagaray	Flordeliza Guerrero	Mary Josette Academy	

Notes:

- ✦ Meeting of district coordinators shall be conducted on May 10, 2022, at 9:00AM via online.
- ✦ It is expected that school heads shall coordinate with the district coordinator for the specific date and time for checking of forms as part of the observation of health protocols.
- ✦ For SHS who are done with the fourth quarter, school forms must be with fourth and final grades, while schools who are still in the fourth quarter and done with the third quarter, school forms must be with third quarter grades only.



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