



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

May 11, 2022

**DIVISION MEMORANDUM**

No. 151, s. 2022

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

**ONLINE ORIENTATION ON THE PREPARATION AND CHECKING OF  
YEAR-END SCHOOL FORMS AND GIVING OF AWARDS AND RECOGNITION  
FOR SCHOOL YEAR 2021-2022**

1. In pursuance of the latest DepEd Orders and Memoranda pertaining to the accomplishment of school academic records and awards and recognition, this Office shall conduct an Online Orientation on the Preparation and Checking of Year-End School Forms and Giving of Awards and Recognition for School Year 2021-2022 on the schedule listed below:

Date	Attendees
May 19, 2022 Thursday – 8:30AM	1. Elementary School Forms Advisers and Coordinators (Clustered Schools) 2. Secondary School Forms Coordinators and SHS Registrars/Coordinators/Focal Persons

2. The objectives of the activity are as follows:
  - 2.1 provide informative discussions on the latest DepEd mandates on school forms and giving of awards and recognition;
  - 2.2 revisit the policy guidelines on the conduct of Division Level Checking of Forms;
  - 2.3 conduct open forum on the pressing issues and concerns on academic records; and
  - 2.4 prepare echo webinar matrix for the school level orientation.
3. Enclosure No.1 pertains to the matrix of activity, and the list of personnel who will serve as Technical Work Group (TWG) members and resource speakers.
4. The online platform link shall be sent to participants before the start of the activity.
5. 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. 151, s. 2022

**A. Flow of the Activity**

No.	Topics/Flow of the Activity
1.	Opening Program/Registration/Preliminaries
2.	Updates on Learner Information System (LIS), and Transfer of Academic Records
3.	DepEd School Calendar for School Year 2021-2022 (DepEd Order No.29, s.2021) and Number of School Days
4.	DepEd Memorandum No.37, s.2022 "Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms) Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the SY 2020-2021 (DepEd Memorandum No.14, s.2021) focusing on: 1. School Form 1, 2, 5, 6, 9, & 10 2. Diploma and Moving Up Certificates
5.	DepEd Order No.21, s.2022 Extending the Effectivity of DepEd Order No. 018, s. 2021 to School Year 2021-2022 and Amending Certain Provisions Thereof/DepEd Order No.36, s.2016 - Updates on Giving of Awards and Recognition
5.	Input on DepEd Order No.4, s.2014 titled "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013-2014"
6.	Input on DepEd Order No.58, s.2017 titled "Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records"
7.	Open Forum
8.	Distribution of Certificate of Participation as participants, Recognition as resource speakers and members of the Technical Work Group (TWG)/Evaluation Proper

**B. List of Resource Speakers/Facilitators/Technical Working Group Members**

Paulo Eduardo Cruz – SDO Bulacan	Citadel B. Bautista – Tibagan ES, Bustos
Jay Arr V. Sangoyo, PhD – SDO Bulacan	Eric DS. Victoria – Tambubong ES, San Rafael East
Maricel N. Valdez – Engr. Virgilio DMHS	Luisa Rivera – Tibagan ES, Bustos
Dulce R. Galang - Bonga Menor ES, Bustos	Melannie T. Sangoyo – Akle HS
Catherine V. Ibay – Carlos F. Gonzales HS	Eden S. Bartolome – San Roque ES, San Rafael West
Dr. Aldin C. Tanate – Biak na Bato ES	Joan T. Buluran – Dr. Pablito Mendoza HS

Note: In order to prepare the slide presentations and other pertinent materials for the aforesaid