



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

May 23, 2023

**DIVISION MEMORANDUM**  
**No. 211 , s. 2023**

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

**IN-PERSON REORIENTATION ON THE PREPARATION AND CHECKING OF  
YEAR-END SCHOOL FORMS AND GIVING OF AWARDS AND RECOGNITION  
FOR SCHOOL YEAR 2022-2023**

1. Pursuant to latest DepEd Orders and Memoranda particular to the accomplishment of school academic records and awards and recognition, this Office shall conduct an In-Person Orientation on the Preparation and Checking of Year-End School Forms and Giving of Awards and Recognition for School Year 2022-2023 on the schedule listed below:

Date	Attendees
June 2, 2023 Friday – 8:00 AM Carlos F. Gonzales High School, Maguinao, San Rafael, Bulacan	Elementary School Forms Advisers and Coordinators
June 2 2023 Friday – 1:00 PM Carlos F. Gonzales High School, Maguinao, San Rafael, Bulacan	Secondary School Forms Coordinators and SHS Registrars/Coordinators/Focal Persons

2. The objectives of the activity are as follows:
  - 2.1 to provide informative discussions on the latest DepEd mandates on school forms and giving of awards and recognition;
  - 2.2 to revisit the policy guidelines on the conduct of Division Level Checking of Forms;
  - 2.3 to conduct open forum on the pressing issues on academic records; and
  - 2.4 to prepare an 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) chairs, members and resource speakers.
4. Food and travel allowance of the participants shall be taken from the school local funds subject to the usual accounting and auditing rules and regulations.
5. All school heads are reminded of DepEd Order No. 9, S. 2005, "Instituting Measure to Increase Engaged Time on Task and Ensuring Compliance Therewith." Classes in host schools must not be disrupted and there must be substitutes to the teachers attending the activity.
6. All participants are reminded of the continuous observance of health protocols against Covid-19.





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7. In order to prepare the slide presentations and topics of the activity, there will be a meeting of the TWG chair, members and speakers on May 30, 2023, 8:30 a.m onwards at Bonga Menor, Bustos, Bulacan.
8. This Memorandum serves as travel authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by  
Valderama Cecilia Enriquez  
Date: 2023.05.24 12:44:09  
+08'00'

**CECILIA E. VALDERAMA, PhD**

Assistant Schools Division Superintendent

CID/JPB-Division Memo – Orientation on School Forms  
00044/May 23, 2023





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Enclosure No. 1 to the Division Memorandum No. \_\_\_\_\_, s. 2023

**A. Matrix of Activity**

<b>No.</b>	<b>Topics/Flow of the Activity</b>
1.	Opening Program/Registration/Preliminaries
2.	Updates on the Learner Information System (LIS), and Transfer of Academic Records
3.	DepEd School Calendar for School Year 2022-2023 (DepEd Order No.34, s.2022) and Number of School Days
4.	DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms) including: 1. School Form 1, 2, 5, 6, 9, & 10 2. Diploma and Moving Up Certificates
5.	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**

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 – Sto. Nino HS	Luisa S. Rivera – Tibagan ES, Bustos
Dulce G. Ignacio - 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

