



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

June 9, 2023

DIVISION MEMORANDUM

No. 246, s. 2023

**GUIDELINES ON THE CONDUCT OF THE DIVISION AND SCHOOL
LEVEL CHECKING OF FORMS FOR SCHOOL YEAR 2022-2023**

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

1. In line with the preparation and accomplishment of school academic records prior to the End-of-School Year Rites, this Office announces the specific Guidelines on the Conduct of the Division and School Level Checking of Forms in the Elementary and Secondary Levels in SDO Bulacan for School Year 2022-2023.
2. All policy guidelines stipulated in the DepEd Order No.11, s.2018 titled "Guidelines on the Preparation and Checking of School Forms" shall be strictly observed.
3. Anent to the provision of the aforesaid DepEd Order No.11, s.2018, Paragraph V.A.1.1 that pertains to the designation of deputized personnel for the activities pertaining to school forms, the conduct of the Division Checking of Forms shall be done by clustered schools in the Elementary Level and by Municipality in the Secondary Level.
4. Henceforth, the Public Schools District Supervisors (PSDS) are tasked to fully manage, coordinate and monitor the conduct of the Division Level Checking of Forms in the Elementary Level together with the elementary school heads of the clustered schools within their Districts while the Division Education Program Supervisors (DEPS) are assigned in the Secondary Level along with the secondary school heads within their assigned municipalities per Division Memorandum No.278, s.2022 titled "Territorial Governance Assignment of Division Education Program Supervisors for School Year 2022-2023."
5. Private school administrators may continue their checking of forms and other year-end activities and ceremonies in accordance with their approved school calendar and the latest End-of-School Year Rites mandates.
6. Based on the DepEd Order No.34, s. 2022 titled "School Calendar for School Year 2022-2023," the Academic Year 2022-2023 shall formally end on **July 7, 2023** with a total of **203 school days**.
7. All provisions stated in the recently released DepEd Order 9, s.2023 titled "An Order Updating the Multi-Year Implementing Guidelines on the Conduct of The K To 12 Basic Education Program End-of-School Year Rites." shall be strictly followed.
8. The End-of-School Year Rites shall be held not earlier than **July 10** and not later than **July 14, 2023** with this year's theme "*Gradweyt ng K to 12: Hinubog ng Matatag na Edukasyon (K to 12 Graduates: Molded through a Resilient Educational Foundation)*."
9. Templates of Diploma and Moving Up certificates for Kindergarten, Grade 6, 10, and 12 Graduates/Completers shall be prepared following the prescribed format stipulated in the DepEd Order No.31, s.2019 entitled "The Department of Education Service Marks and Visual Identity Manual" pages 42-46.





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10. Also, the Public Schools District Supervisors shall place their initials below the name of the School Division Superintendent (SDS) in the aforesaid completion certificates/diplomas in the Elementary Level while the Division Education Program Supervisors in the Secondary Level.
11. Senior High School Grade 12 diplomas shall be signed (**fresh signature**) by the Schools Division Superintendent (SDS). It shall be submitted to the Division Office after the conduct of the School and Division Checking of Forms.
12. Moving Up certificates/diplomas of Kindergarten, Grade 6 and 10 learners shall be prepared by the schools with the **digital signature** of the SDS. Districts and schools are required to submit to the Division Office a letter of request for the copy of the said SDS's *e-signature* together with the duly accomplished Affidavit of Undertaking (*see Enclosure No.2*) and an empty Flash drive to get the said electronic signature to be released by the IT Office.
13. Also, the field is **firmly reminded** that unauthorized and improper use of the digital signature of the SDS may be a ground for pertinent **administrative case/s** per DepEd Order No.49, s.2006.
14. Giving of awards and recognition for Kindergarten and Grades 1-12 learners shall be in accordance with the DepEd Order 36, s.2016 titled "Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program."
15. Enclosure No.1 contains the Suggested Schedule of Activities including the School and Division Level Checking of Forms, the Signatories of Specific School Forms, and the Suggested Number of Class Days, while Enclosure No. 2 pertains to the Affidavit of Undertaking on the Request for the Digital Signature of the Schools Division Superintendent, and the Division Monitoring Team in the Conduct of Checking of Forms in the Elementary and Secondary Levels.
16. Transportation and snack allowance of the SDO/School personnel involved in this activity shall be taken from Division/School funds subject to the usual accounting and auditing rules and regulations.
17. All personnel are expected to adhere to the health and safety protocols against COVID-19.
18. This Memorandum serves as travel authority of the participants involved in the activity.
19. Queries and implementation issues on academic records and checking of school forms may be communicated directly to Dr.Jay Arr V. Sangoyo, the Division Supervisor-in-Charge of School Forms through his email jayarr.sangoyo@deped.gov.ph.
20. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 246 s. 2023

**GUIDELINES ON THE CONDUCT OF THE DIVISION AND SCHOOL CHECKING OF FORMS
FOR SCHOOL YEAR 2022-2023**

**A. SUGGESTED SCHEDULES OF THE DIVISION AND SCHOOL LEVEL CHECKING OF
FORMS AND OTHER ACTIVITIES**

Date	Activity	Legal Bases
June 22-23, 2023	1. Fourth Quarter Examination of the Priority Grade Levels	DepEd Order No.34, s.2022
June 26, 2023	2. Computation of Grades of the Priority Grade Levels	DepEd Order No.36, 2016 DepEd Order No.34, s.2022, Item No.43
June 26-27, 2023	3. Deliberation and Announcement of Awardees and School Level Checking of Forms of the Priority Grade Levels (Kindergarten, Grades 6, 10, & 12)	DepEd Order No.9, s.2023 DepEd Order No.34, s.2022 DepEd Order No.11, s.2018 DepEd Order No.58, s.2017
June 29-30, 2023	4. Division Level Checking of Forms of the Priority Grade Levels (Kindergarten, Grades 6, 10, & 12)	DepEd Order Nos.47 & 56, s.2016 DepEd Order No.4, s.2014
June 29-30, 2023	5. Fourth Quarter Examination of Other Grade Levels (Grades 1-5,7-9, & 11)	DepEd Order No.34, s.2022
July 3-4, 2023	6. Computation of Grades, Deliberation and Announcement of Awardees of Other Grade Levels (Grades 1-5,7-9, & 11)	DepEd Order No.36, 2016 DepEd Order No.34, s.2022, Item No.43
July 3-4, 2023	7. School Level Checking of Forms of Other Grade Levels (Grade 1-5, 7-9 & 11)	DepEd Order No.9, s.2023 DepEd Order No.34, s.2022
July 5-7, 2023	8. Division Level Checking of Forms of Other Grade Levels (Grade 1-5, 7-9 & 11)	DepEd Order No.11, s.2018 DepEd Order No.58, s.2017 DepEd Order Nos.47 & 56, s.2016 DepEd Order No.4, s.2014
July 7, 2023	9. End of School Year 2022-2023	DepEd Order No.34, s.2022
July 10-14, 2023	10. Conduct of End-of-School Year Rites	DepEd Order No.9, s.2023 DepEd Order No.34, s.2022
July 10-14, 2023	11. Conduct of Recognition Day	DepEd Order No.9, s.2023 DepEd Order No.36, 2016 DepEd Order No.34, s.2022
July 20, 2023	12. Submission of two (2) printed copies of SFCR 1-1b of both elementary and secondary schools within the District to the District Office for the preparation of SFCR 2 to be accomplished by the PSDS/District School Forms Adviser/Coordinator	DepEd Order No.11, s.2018
August 4, 2023	13. Submission of the <i>digital copy</i> via Google Forms of the following School Forms from the School Level to the Division Office : <ol style="list-style-type: none"> 1. School Form 4 2. School Form 5 3. SFCR 1 4. List of K-12 Academic Awardees <p><i>The aforesaid documents shall be submitted in PDF format with digital signatures. The Google Forms link shall be sent later.</i></p>	DepEd Order No.11, s.2018





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August 8, 2023	Submission of one (1) printed copy of SFCR 2 to the Division Office <i>(The SFCR 2 shall be prepared and submitted by the PSDS based on the submitted SFCR 1-1b of both elementary and secondary schools within the District.)</i>	DepEd Order No.11, s.2018
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B. SCHEDULE OF THE DIVISION LEVEL CHECKING OF SCHOOL FORMS

Level	Grade Level/Date of Simultaneous Division Checking of School Forms	Venue
Elementary Level (By Clustered Schools)	Kindergarten and Grade 6 (June 29-30, 2023)	(to be identified by the PSDS)
	Grades 1-5 (July 5-7, 2023)	
Secondary Level (By Municipality)	Grades 10 and 12 (June 29-30, 2023)	(per agreement of the secondary schools in coordination with the Division Supervisor-Caretaker)
	Grades 7-9 and 11 (July 5-7, 2023)	

C. SIGNATORIES OF SPECIFIC SCHOOL FORMS

School Forms	Level	Signatories
School Form 5 and 6	Elementary and Secondary Levels	School Checking Committee (SCC) Members
SFCR 1-1a (to be prepared by the SCC) (See Annex 1a of DepEd Order No.11, s.2018)	Elementary and Secondary Levels	(During School Level Checking of Forms) School Checking Committee Chair and Members
SFCR 1-1b (to be prepared by the Deputized Division Checking Committee) (See Annex 1a of DepEd Order No.11, s.2018)	Elementary and Secondary Levels	(During Division Level Checking of Forms) Deputized Division Checking Committee: 5 Personnel who will check the randomly selected sections/grade levels
SFCR 2 <i>(The SFCR 2 shall be prepared and submitted by the PSDS based on the submitted SFCR 1-1b of both elementary and secondary schools within the District.)</i>	Elementary and Secondary Levels	Deputized Division Checking Committee: Chair: PSDS Vice Chair: District School Forms Adviser Members: 1. District School Forms Coordinator 2. District ICT Coordinator 3. 1 Elementary School Head 4. 1 Secondary School Head





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D. SUGGESTED NUMBER OF CLASS DAYS BASED ON THE DEPED ORDER NO.34, S.2022

Month and Year	No. of Class Days
August 2022	7
September 2022	22
October 2022	21
November 2022	20
December 2022	11
January 2023	20
February 2023	14
March 2023	22
April 2023	18
May 2023	22
June 2023	21
July 2023	5
TOTAL	203





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Enclosure No.2 to Division Memorandum No. 244 s. 2023

AFFIDAVIT OF UNDERTAKING
(Request for the Digital Signature of the Schools Division Superintendent)

I, _____ (Name), the _____ (position) of
_____ (School/District) undertake the following:

1. I understand that I am the one who has requested the copy of electronic/digital signature of the Schools Division Superintendent (SDS) released by the IT Office of SDO Bulacan;
2. That I, together with my school teaching and non-teaching personnel shall only use/access the aforesaid e-signature for the Certificate of Completion of the completers/graduates (Kindergarten, Grade 6 and Grade 10) for School Year 2022-2023;
3. That I **shall not** transfer, convey, or share, in any manner and by any means, the electronic signature of the SDS to any unauthorized person, except to contracted printing entities or personnel directed to print the documents with proper safeguard and monitoring;
4. In the event that the file has been shared to contracted printing entities or personnel directed to printing of the said documents, I shall secure/supervise the said entities/personnel to execute a confidentiality agreement stating that:
 - a. They shall not, transfer, convey, or share, in any manner and by any means, the electronic signature of the SDS to any other person/entity.
 - b. They shall exercise utmost diligence to secure the file and to destroy, dispose or otherwise delete the file, once the contract is completed or agreed period of use lapsed.
5. That I understand that the above statements are set forth to avoid the unauthorized use and conveyance of the digital signature of the Schools Division Superintendent and that any violation of this undertaking may be a ground for appropriate administrative proceedings/cases, when warranted per DepEd Order No.49, s.2006.

NAME/POSITION/CONTACT NUMBER OF SCHOOL HEAD/PSDS	SCHOOL/DISTRICT	SIGNATURE AND DATE SIGNED





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**DIVISION MONITORING TEAM IN THE CONDUCT OF THE DIVISION AND SCHOOL LEVEL
CHECKING OF FORMS IN THE ELEMENTARY AND SECONDARY LEVELS**

Chair	Gregorio C. Quinto, EdD CID Chief
Vice Chair	Cecilia S. Custodio, PhD SGOD Chief
Members	Jay Arr V. Sangoyo, PhD DEPS, English/Division School Forms Coordinator Paulo Eduardo C. Cruz, Jr. Planning Officer III Maribel S. Perez SEPS for Research Division Education Program Supervisors Public Schools District Supervisors SEPS and EPS II – Monitoring and Evaluation





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**MONITORING TOOL FOR THE CONDUCT OF THE DIVISION
AND SCHOOL-LEVEL CHECKING OF FORMS**

School Year 2022-2023

Objective: To monitor the conduct of the Division and School Level Checking of Forms in the elementary and secondary levels following the prescribed DepEd mandates.

A. DISTRICT/MUNICIPALITY: _____

B. NAME OF CLUSTERED SCHOOLS: _____

C. VENUE OF CHECKING: _____

D. DATE OF MONITORING: _____

E. LEVEL KINDERGARTEN & GRADE 6 GRADES 1-5

GRADES 7-9 & 11 GRADES 10 & 12

Direction: Please put a check mark on the column that corresponds to your observation.

F. Focus of Monitoring

Indicators	Evident	Not Evident	Remarks
A. Venue of Checking of Forms (Face to Face)			
1. Cleanliness and Orderliness			
2. Sanitation and Health Protocols in adherence to DOH/IATF Protocols			
3. Physical Distancing (room ventilation, chairs and tables etc.)			
4. ICT Tools and Equipment for LIS validation of documents			
5. Medical Kits (Alcohol, sanitizer, facemask, thermal scanner etc.)			
6. Others: _____			
B. Compliance to Policies			
1. Copies of DepEd Orders/Memoranda pertaining to School Forms (DO 11, s.2018, and other legal bases)			
2. Composition of the Deputized Division/School Checking Committee/Sub-Committee/s (by Clustered Schools (Elem.)/by Municipality (Secondary)			
3. Conduct of drawing of lots and other procedures per DO No.11, s.2018			
4. Required School Forms to be checked and other supporting documents per DepEd Order No.11, s.2018			
5. List of Students/Section/Grade Level to be checked			
6. Moving Up/Diploma Certificates for initial of PSDS/DEPS			
7. School Form Checking Report 1 (SFCR 1)			

G. Other Issues and Concerns

1. What are the challenges encountered before, during, and after the checking of forms?

2. What are the unique best practices used in the conduct of activity? (if applicable)

3. What will you recommend/suggest to further improve the checking of school forms?

Monitored by:

DEPS/PSDS

(Note: This Monitoring Tool shall be submitted by the DEPS/PSDS to the CID Office on or before July 14, 2023.)

