



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

June 16, 2023

**DIVISION MEMORANDUM**  
 No. 252 , s. 2023

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

**ADDENDUM-CORRIGENDUM TO DIVISION MEMORANDUM NO.246, S.2023  
 TITLED "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"**

1. In order to give ample ~~to~~<sup>to</sup> time check the accuracy and completeness of the school forms, the Enclosure No.1 Letter B of the previously released Division Memorandum No.246, s.2023 titled "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" is hereby amended.
2. The **final** schedule of the Division Level Checking of School Forms is listed hereunder:

Level	Grade Level/Date of <b>Simultaneous</b> Division Checking of School Forms	Venue
<b>Elementary Level</b> (By Clustered Schools)	<b>Kindergarten and Grades 1,2,3,4,5 &amp; 6</b> (July 3-7, 2023)	(to be identified by the PSDS)
<b>Secondary Level</b> (By Municipality)	<b>Grades 7,8,9,10,11 &amp; 12</b> (July 3-7, 2023)	(per agreement of the secondary school heads in coordination with the Division Supervisor-Caretaker)

3. All elementary and secondary school heads shall make necessary arrangement following the schedule listed above in order to check the school forms of the priority grade levels and other grade levels prior to the End-of-School Year Rites. They are also expected to coordinate with the Public Schools District Supervisors (for Elementary Level) and Division Education Program Supervisors (for Secondary Level) for monitoring and evaluation of the aforesaid activity.
4. All provisions of the previously released Division Memorandum are still in effect.
5. Immediate and wide dissemination of this Memorandum is desired.

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

