



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

April 15, 2024

DIVISION MEMORANDUM

No. 193, s. 2024

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

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

- 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), and in line with the preparation and accomplishment of school forms for the End of School Year 2023 – 2024, this Office announces the conduct of the following activities:
 - School Level Checking of School Forms** in all KINDERGARTEN, ELEMENTARY, JUNIOR, and SENIOR HIGH SCHOOL private schools immediately after the last day of their school days as indicated in their respective school calendar.
 - Division Level Checking of School Forms** shall be done through submission of SF 5, SF 6 and SFCR 1 - School Forms Checking Report in soft copies duly signed and in PDF format (link for submission shall be provided before the set date), after the conduct of the school level checking of forms.
- 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.
- 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."
- 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.
- An online orientation meeting shall be conducted on April 30, 2024 at 1:30 PM. Meeting link shall be provided before the said meeting.
- 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




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Reports 1 (SFCR 1), the deadline of submission of required School Forms to the Division Office, and the composition of the Division Checking Committee.

7. It is expected that all participants in the conduct of this activity shall observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
8. Compliance with and wide dissemination of this Memorandum is desired.

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


MARIA CELINA L. VEGA, CESO VI
Assistant School Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

References:

DepEd Order No. 11, s. 2018
DepEd Order No. 3, s. 2024
DepEd Order 36, s. 2016



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Enclosure No.1 to the Division Memorandum No. 193, s.2024

A. SCHEDULE OF THE CHECKING OF SCHOOL FORMS

School Level Checking of Forms	Division Level
All Grade Levels including Kindergarten (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. School Checking Committee (SCC) Chair and Members

C. 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	All forms must be duly signed to be submitted on or before May 31, 2024	Division Office through digital copy via Microsoft 365 (details such as submission link shall be provided before the set deadline)
2. School Form 5 (SF 5)			
3. School Form 6 (SF 6)			

D. 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, DBA, EdD- 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