



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

April 15, 2024

DIVISION MEMORANDUM

No. 194, s. 2024

**GUIDELINES ON THE CONDUCT OF THE DIVISION AND SCHOOL LEVELS
CHECKING OF FORMS FOR SCHOOL YEAR 2023-2024**

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


1. In line with the preparation and accomplishment of school forms for the End of School Year 2023 - 2024, this Office announces the specific Guidelines on the Conduct of the School and Division Level Checking of Forms in the Public Elementary and Secondary Levels for School Year 2023-2024.
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 DepEd Order No. 22, s. 2023 titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", the Academic Year 2023-2024 formally starts last August 29, 2023, and DepEd Order No. 3, s. 2024 titled "Amendment to DepEd Order No. 22, s. 2023" the adjusted date of the End of School Year (EOSY) shall be May 31, 2024.
4. 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.
5. For evaluation purposes as to correctness of contents of Diplomas and Moving Up certificates, 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 and Division Education Program Supervisors in the Secondary Level (Alaga Districts).
6. 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.
7. 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 said SDS's e-signature together with the duly accomplished Affidavit of Undertaking and an empty Flash drive to get the said electronic signature to be released by the IT Office.



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8. 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.
9. 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.
10. An online orientation meeting shall be conducted on April 30, 2024 at 8:30 AM. Meeting link shall be provided before the said meeting.
11. Attached are the following Enclosures:
 - Enclosure No. 1 - Suggested Schedule of Activities including the School and Division Level Checking of Forms, Signatories of Specific School Forms, and the Suggested Number of Class Days
 - Enclosure No. 2 - Reiterated discussion on the guidelines on checking of school forms as stipulated in DepEd Order No. 11, s. 2018
 - Enclosure No. 3 - Affidavit of Undertaking on the Request for the Digital Signature of the Schools Division Superintendent
 - Enclosure No. 4 - Division Monitoring Team in the Conduct of Checking of Forms in the Elementary and Secondary Levels
12. Expenses to be incurred in the conduct of school and division checking activities shall be charged against school MOOE/School local funds subject to the usual accounting and auditing rules and regulations.
13. This Memorandum shall serve as the travel authority of all participants in the division checking of forms.
14. It is expected that all participants observe the minimum health standard protocols in compliance to health guidelines as pre-emptive interventions.
15. Immediate and wide dissemination of this Memorandum is desired.

For: NORMA P. ESTEBAN, EdD. CESO V
School 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. 22, s. 2023
DepEd Order No. 3, s. 2024
DepEd Order No. 31, s. 2019
DepEd Order No. 49, s. 2006
DepEd Order 36, s. 2016



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Enclosure No. 1 to Division Memorandum No. 174 s. 2024

Suggested Schedule of Activities, Signatories of Specific School Forms, and the Suggested Number of Class Days

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 within the district in the Elementary Level and by Municipality in the Secondary Level.

Public Schools District Supervisors (PSDSs) 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 (DEPSs) are assigned in the Secondary Level along with the secondary school heads within their assigned municipalities per Division Education Program Supervisors.

A. SUGGESTED SCHEDULES OF THE DIVISION AND SCHOOL LEVEL CHECKING OF FORMS AND OTHER ACTIVITIES AS FOLLOWS:

Date	Activity	Legal Bases
May 16-17, 2024	Academic Quarter 4 (All Grade Levels)	DepEd Order No. 3, s. 2024
May 20 -21, 2024	Computation of Grades and Preparation of Reports and School Forms	DepEd Order No. 36, 2016 DepEd Order No. 3, s. 2024
May 22, 2024	School Level Checking of Forms (including the preparation of SFCR 1 Annex 1a - SCHOOL FORMS CHECKING REPORTS) to be submitted in soft and hard copies to the PSDSs for elementary and DEPSs for the secondary level for consolidation)	DepEd Order No. 9, s. 2023 DepEd Order No. 3, S. 2024 DepEd Order No. 11, s. 2018 DepEd Order No. 58, s. 2017 DepEd Order No. 47 & 56, s. 2016
May 23 - 24, 2024	Division Level Checking of Forms of the Priority Grade Levels (Kindergarten, Grade 6, 10, & 12) (including the preparation of SFCR 2 Annex 1b - CONSOLIDATED DISTRICT SCHOOL FORMS CHECKING REPORTS) to be submitted in soft and hard copies to the Division Checking Committee Chair in preparation for division consolidation)	DepEd Order No. 4, s. 2014



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May 27 - 28, 2024	Deliberation on Awards and Recognition: a. for learners who will receive recognition and awards b. learners who are candidates for graduation	
May 29 - 31, 2024	Conduct of End-of-School Year Rites (may conduct on June 1, 2024, Saturday, only upon consultation with parents and teachers)	DepEd Order No. 3, s. 2024
May 31, 2024	End of School Year 2023-2024	DepEd Order No. 3, 2024
May 24, 2024	Submission of printed and soft copies of SFCR 1-1a 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 Advisers for the elementary and school head district chair in the secondary level in coordination with the DEPSs in charge.	DepEd Order No. 11, s. 2018
June 3 - 7, 2024	Submission of the digital copy via Google Form of the following Schools Level to the Division Office c/o DCC Chair 1. School Form 4 2. School Form 5 3. School Form 6 3. SFCR 2 The aforesaid documents shall be submitted in PDF format with digital signatures. The Google Form link shall be sent later.	DepEd Order No. 11, s. 2018
June 3 - 7, 2024	Submission of one (1) printed copy of SFCR 2 to the Division Office c/o DCC Chair (The SFCR 2 shall be prepared and submitted by the PSDSs based on the submitted SFCR 1 from the elementary schools while school head district chairs for the secondary schools within the district in coordination with the DEPS in charge.)	DepEd Order No. 11, s. 2018



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June 10 – 14, 2024	Preparation of SFCR 3 by the DCC	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 (May 23 - 24, 2024) Grade 1-5 (May 27- 28, 2024)	(to be identified by the PSDS)
Secondary Level	Grade 10 and 12 (May 23 – 24, 2024) Grade 7-9 and 11 (May 27 – 28, 2024)	(per agreement of the secondary schools in coordination with the Division Supervisor-Caretaker)

C. SIGNATORIES OF SPECIFIC SCHOOL FORMS

School Forms	Level	Signatories
School Form 5 and 6	Elementary and Secondary Level	School Checking Committee (SCC)
SFCR 1-1a (to be prepared by the SCC) (See Annex 1a of DepEd Order No. 11 s. 2018)	Elementary and Secondary Level	(During School Level Checking of Forms) School Checking Committee
SFCR 2 (The SFRC 2 shall be prepared and submitted by the PSDSs based on the submitted SFRC 1-1b of all elementary schools within the district and shall be prepared and submitted by the School Head District Chairs based on the submitted SFRC 1-1b of all secondary schools within the district in coordination with the DEPS in charge.	Elementary and Secondary Level	Deputized Division Checking Committee: Elementary Level: Chair: PSDS Vice Chair: District School Forms Adviser Members: 1. District School Forms Coordinator 2. District ICT Coordinator 3. 2 Elementary School Heads Secondary Level: Chair: DEPS



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		Vice Chair: District Chair School Head Members: 1. District School Forms Coordinator 2. District ICT Coordinator 3. 2 Secondary School Heads
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D. SCHOOL CALENDAR (NUMBER OF SCHOOL DAYS PER MONTH)

Month	Number of School Days
August	3
September	21
October	22
November	19
December	10
January	21
February	21
March	19
April	21
May	22
Total	179



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Enclosure No. 2 to Division Memorandum No. 194 s. 2024
Reiterated Discussion on the Guidelines on Checking of School Forms as stipulated in DepEd Order No. 11, s. 2018

A. At the School Level

A.1 Composition of the School Checking Committee (SCC)

Chair: School Head

Vice Chairs: ICT Coordinator and School System Administrator for LIS/EBEIS

Members: Class Advisers

A. 2 Roles and Functions of the SCC

The SCC is expected to conduct a pre-checking activity involving the thorough review of all learner's records for all classes in preparation for the scheduled checking of forms with the DCC.

A.3 During Reading and Checking of Forms

Immediately after the tabulation of 4th quarter examination results for the grade levels that shall move up/graduate (Kinder, Grades 6, 10, & 12) has been processed and recorded in the appropriate forms, the SCC shall start the school-level checking. This may be done through sub-committees per grade level in large schools or whatever structure deemed efficient in small schools.

Electronics forms pre-loaded with learner information and their general average downloadable from the LIS are not subject for editing manually or outside the LIS. Any correction shall be done in the SF1 and eventually in the Learner's Profile module in the LIS. Print layout, order or arrangement of the list of learner's names should likewise not be edited. The format and content of system generated SFs considered final and official. Commercialized electronic school forms as mentioned in DO No. 58, s. 2017 Section VII (Special Provision), shall not be recognized nor accepted. To ensure that only SFs generated from the LIS are being presented during the checking of forms, the designated LIS or ICT Coordinator is required to sign or initial each SF.

SF10 and SF9 (formerly Forms 137 and 138, respectively) shall be manually updated and must be consistent with the SF5 and other documents. For easy reference and cross-checking, the arrangement of learners' names in the SF9 (formerly Forms 138) should be written the way it was generated in this order: **last name, first name, name extension name (if any)**, must be encoded in LIS in the separate data field for extension name regardless of the order in which it appeared in the Birth Certificate or other related documents.

Once the SCC has completed the checking of forms for all classes in all grade levels, the SCC shall accomplish the School Forms Checking Report (SFCR1) attached as Annex 1a of the said DO. The data elements description is attached as Annex 2 of the same DO. Errors and inconsistencies observed by the SCC should be communicated to class advisers for adjustments in the LIS.

B. At the Division Level

B.1 Composition of the Division Checking Committee (DCC)

Chair: Gregorio C. Quinto, Jr. EdD

CID, Chief Education Supervisor



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Vice Chairs: Cecilia S. Custodio, PhD.
 SGOD, Chief Education Supervisor
 All Public Schools District Supervisors
 Division Education Program Supervisors

Members:
 Jay-Arr V. Sangoyo, PhD.
 Education Program Supervisor – CID
 Maribel S. Perez
 SEPS for Research
 Paulo Eduardo C. Cruz, Jr.
 Planning Officer

A. 2 Roles and Functions of the DCC

The DCC shall convene to agree on the specific tasks of each member and the schedule of checking of forms. The schedule of checking should be communicated officially not less than 15 days prior to the actual checking schedule.

B. 3 Selection of Classes for Checking of Forms

The DCC shall conduct the Division Level Checking of Forms for grade levels that shall move up/graduate (Kinder, Grades 6, 10, & 12) prior to the school's schedule for the moving up ceremony/commencement exercises. The checking for other grade levels may start after the 4th quarter examination. The DCC should also notify the SCC of this schedule.

Kinder, Grade 1, Grade 6, Grade 7, Grade 10, Grade 11, and Grade 12 shall be the priority grade levels for checking. Thus, more section in these grade levels shall be subjected to the checking of forms. Table 3 below provides a guide on how determine the number of sections that shall be checked for each school type:

Size of School Based on the combined enrollment in the priority grade levels	Priority Grade Level		Other Grade Levels
	Percentage	Estimated Minimum No. of Cases	
Very small (99 and below)	100%	All	2
Small (100 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1000 to above)	5%	8	5

The parameter used for this school classification is the combined enrollment of Kinder, Grade 1 and Grade 6 for Elementary School. For Junior High School, it is the combined enrollment of Grade 7 and Grade 12. The school classification defined in this policy is intended solely for the grouping of schools



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for the annual checking activity and shall not affect other existing school classification criteria.

B.4 Procedure for Drawing of Lots

The DCC shall ensure that all classes in the SF6 are also reflected in the SF6CR1 signed by the SCC. All classes in all levels shall be included in the list of classes to be raffled for drawing of lots. The raffle shall be conducted by the DCC and must be done in the presence of the SCC on the actual day of checking, ensuring the representation of priority and other grade levels as provided in Table 3. No. raffle or drawing of lots shall be made prior to the day of actual checking.

The DCC shall focus on the following:

Grade Level	Supporting Documents
Kinder	Birth Certificate (5 years old as of August 31)
Grade 1	Kinder Completion Certificate and ECCD Checklist
Grade 7	Elementary Completion Certificate or SF10-ES
Grade 11	JHS Moving Up Certificate or SF10-JHS
Transferred In or Moved Into other grade levels	SF10 with attached Birth Certificate
For Accelerated/DepEd Assessment Passers	PEPT/PVT Rating or ALS A&E Equivalency Certificate

Be reminded that the List of Graduate and documents/reports in relation to the ranking of honors are no longer required.

SF Type	Focus of Validation
SF4	<p>For graduating (Grade 6 and 12) and moving up (Kinder and Grade 10) grade levels, the SF2 and SF4 for the month of February shall be used during the checking.</p> <p>Validate the cumulative number of school leavers (dropped out) and learners who transferred out by checking the SF1 AND SF2 of each section or grade level.</p> <p>Validate the supporting documents for learners reported to have transferred out to a school abroad, an international school, an ALS program, or tagged as dropped out due to death.</p>
SF5 & SF6	<p>For graduating (Grade 6 and 12) and moving up (Kinder and Grade 10) grade levels, the SF2 and SF4 for the month of February shall be used during the checking.</p> <p>The total number of learners per class as recorded in SF1 should be consistent with the total number of learners who actually reported to school as recorded in SF4. The breakdown of enrollment by grade level in SF4 must be</p>



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	tallied with the breakdown of promoted and retained, disaggregated by grade level in SF6. For graduating grade levels (Graden 6 and 12), the SF4 for the month of February shall be used for the purpose of checking.
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B.5 Fill out the School Forms Checking Report (SFCR1)

At the end of the checking of forms, the committee's findings shall be consolidated in an observation report using the classes that they reviewed.

B.6 Summary of Findings and Recommendations

The DCC should prepare a narrative report of the findings observed in all schools as supported by figures/statistics recorded in the SFCR1. Common issues encountered such as but not limited to late or incomplete submission of supporting documents, transfer of SF10 (formerly Form 137), challenges or confusion caused by a specific provision of a policy related to enrollment, assessment or curriculum, utilization of commercialized and unauthorized electronic school forms, if any, are to be highlighted. The issues shall be presented with recommendations from the committee on how to manage or address the observed challenges. Non-compliance with the special provisions of DepEd Order No. 58, s.2017 (Commercialized Electronic Forms) shall also include in this report. If good practices/strategies proven effective in one or more schools are observed, these should also be included in this report.

It is important for the DCC to ensure that the checking of forms does not pose additional burden to teachers, but instead enables them to produce quality reports. The SFCR prepared and signed by DCC shall be discussed with SCC. As the SCC Chair, the school head shall affix his/her signature to signify his/her agreement with the report.

Finding, observations, and recommendations from the DCC recorded in the SFCR1 may be included in the agenda for the next school-based Learning Action Cell (LAC) session.

The school head, with the technical assistance of the School System Administrator, shall ensure that all adjustments made during the checking are reflected in the LIS.

Within five (5) working days after the checking conducted by the DCC, the school shall submit one duly signed original copy of the SF4, SF5, and SF6. No additional report other than what has been stipulated shall be required from the school for submission to the DCC.

The PSDS shall consolidate the SFCR1 of all schools in his/her School District and compute the District Accuracy Level to be recorded in Table 1 of the Consolidated District School Forms Checking Report (SFCR2).

The SFCR2 for all Districts shall then be consolidated by the DCC. This shall be the basic for computation of the Division Accuracy Level to be recorded in Table 1 of the Consolidated Division School Forms Checking Report (SFRC3) attached as Annex 1c. This may be used as reference in assessment reports pertaining to school data management and LIS/EBEIS housekeeping performance of the school and the SDO. The DCC must submit the SFCR3 with



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the official report of findings and recommendations to the office of the Schools Division Superintendent.



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Enclosure No. 3 to Division Memorandum No. 194/s. 2024

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 2023-2024;
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 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 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 School Division Superintendent and thar 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 HEADS/PSDS	SCHOOL/DISTRICT	SIGNATURE AND DATE SIGNED



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Enclosure No. 4 to Division Memorandum No. 194/s. 2024

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

School Year 2023-2024

Objective: To monitor the conduct of Division and School Level Checking of Forms in the elementary and secondary level 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

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

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 Tolls 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 Forms Checking Report 1 (SFCR)			



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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:

Name and Position