



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

February 4, 2026

DIVISION MEMORANDUM

No. **64**, s. 2026

**GUIDELINES ON THE CONDUCT OF THE DIVISION AND
SCHOOL LEVEL CHECKING OF FORMS FOR SCHOOL
YEAR 2025-2026**

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 2025-2026.
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. In accordance with DepEd Order No. 012, s. 2025, titled "Multi-Year Implementing Guidelines on the School Calendar and Activities," the Academic Year 2025-2026 shall officially conclude on **March 31, 2026**, comprising a total of **197 school days**. Consequently, all provisions outlined in the aforementioned DepEd School Calendar shall be strictly adhered to, unless otherwise amended.
4. Templates of Diploma and Moving-Up Certificates for Kindergarten, Grade 6, Grade 10, and Grade 12 graduates/completers shall be prepared in accordance with the prescribed format outlined in DepEd Order No. 31, s. 2019, titled "The Department of Education Service Marks and Visual Identity Manual," pages 42-46.
5. For evaluation purposes regarding the accuracy of the contents of Diplomas and Moving Up certificates, Public Schools District Supervisors (PSDSs) shall initial below the name of the School Division Superintendent (SDS) on the completion certificates/diplomas for the Elementary Level. For the Secondary Level, the Division Education Program Supervisors, together with the Public



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Schools District Supervisors in charge of secondary schools, shall initial the certificates.

6. Senior High School Grade 12 diplomas shall be signed with a **fresh signature** by the Schools Division Superintendent (SDS). They shall be submitted to the Division Office after the school/division checking of forms.
7. Moving Up certificates/diplomas for Kindergarten, Grade 6, and Grade 10 learners shall be prepared by the schools with the digital signature of the School Division Superintendent. Districts and schools are required to submit a letter of request to the Division Office for a copy of the SDS's digital signature, along with the duly accomplished Affidavit of Undertaking (see Enclosure No. 2) and an empty flash drive to facilitate the issuance of the electronic signature by the Division IT Office.
8. Also, the field is **firmly reminded** that unauthorized and improper use of the digital signature of the Schools Division Superintendent may be grounds for pertinent administrative case(s) in accordance with DepEd Order No. 49, s. 2006, and other relevant DepEd policies.
9. The giving of awards and recognition for Kindergarten and Grades 1-12 learners shall be in accordance with DepEd Order No. 36, s. 2016, titled "Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program."
10. The School Governance and Operations Division (SGOD), through its representatives, shall take the lead and arrange the schedule and scheme for checking school forms in the private schools. Checking of forms and other year-end activities and ceremonies must be in accordance with their approved school calendar and the latest End-of-School Year Rites mandates.
11. Attached are the following Enclosures:
 - Enclosure No. 1 - Suggested Schedule of Activities including the School-Level Checking of Forms, Signatories of Specific School Forms, and the Suggested Number of School Days;
 - Enclosure No. 2 - Affidavit of Undertaking on the Request for the Digital Signature of the Schools Division Superintendent; and
 - Enclosure No. 3 - Division Monitoring Team in the Conduct of Checking of Forms in the Elementary and Secondary Levels.
12. Service credits/Compensatory Time-Off (CTO) shall be granted to teaching and non-teaching personnel before, during, and after the checking of school form activities that fall on weekends or holidays, in accordance with DepEd



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Order No. 53, s. 2003; DBM-CSC Joint Circular No. 002, s. 2015; and DepEd Memoranda Nos. 65 and 67, s. 2021.

13. Expenses incurred in the conduct of school and division-level checking of forms and other pertinent activities shall be charged against the school's local funds, Division MOOE funds, or any other local funds, in accordance with the usual accounting and auditing rules and regulations.
14. This Memorandum serves as travel authority for the participants involved in the activity.
15. Immediate and wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD, CESO VI

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

References:

DepEd Order No.012, s.2025;
DepEd Order No. 022, s. 2023;
DepEd Order No. 031, s. 2019;
DepEd Order No. 011, s. 2018;
DepEd Order No. 036, s. 2016; and
DepEd Order No. 49, s. 2006.

To be indicated in the Perpetual Index under the following subjects:

SCHOOL FORMS GRADUATION AWARDS AND RECOGNITION

CID/Sangoyo-Division Memo – Guidelines in the School and Checking of Forms
010/February 2, 2026



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Enclosure No. 1 to Division Memorandum No. 64 s. 2026

I. SUGGESTED SCHEDULE OF ACTIVITIES FOR THE CHECKING OF SCHOOL FORMS

A. In accordance with the provisions of the aforementioned DepEd Order No. 11, s. 2018, Paragraph V.A.1.1, which pertains to the designation of deputized personnel for activities related to school forms, the conduct of the Division Checking of Forms shall be done by clustered schools at the Elementary Level and by Municipality at the Secondary Level.

B. Henceforth, the Public Schools District Supervisors (PSDS) are tasked with fully managing, coordinating, and monitoring the conduct of the School and Division Level Checking of Forms at the Elementary Level, in collaboration with the elementary school heads of the clustered schools within their districts. Meanwhile, the Division Education Program Supervisors (DEPS) and the PSDS in charge of secondary schools are assigned to oversee the Secondary Level, working together with the secondary school heads within their assigned municipalities, as outlined in this Memorandum.

C. They are also designated to represent the Schools Division Superintendent in the conduct of the End-of-School Year Rites, including the confirmation of K to 12 graduates and the moving-up completers.

D. For public schools, all Forms shall be dated **March 31, 2026**.

E. 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.

Date	Activity/ies	Legal Bases
March 19-20, 2026	1. Academic Quarter 4 Examination	DepEd Order No.012, s.2025
March 23-24, 2026	2. Final Deliberation of Honors (Awards and Recognition)	DepEd Order No.36, 2016 DepEd Order No.012, s.2025 DepEd Memorandum No.27, s.2025 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
March 24-25, 2026	3. School Level Checking of Forms	DepEd Order No.11, s.2018 DepEd Order No.012, s.2025
March 26-27, 2026	4. Division Level Checking of Forms	DepEd Order No.11, s.2018 DepEd Order No.012, s.2025



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March 30-31, 2026	5. End-of-School Year Rites and Recognition Day	DepEd Order No.012, s.2025
April 1, 2026	6. Parent Teacher Conference and Distribution of Cards	DepEd Order No.012, s.2025
April 10, 2026	7. Submission of the digital copy of the following School Forms from the <u>School Level</u> to the <u>Division Office</u> via Google Forms: 1. School Form 4 2. School Form 5 3. School Form 6 4. SFCR 1 5. SFCR 2 6. List of K-12 Academic Awardees The aforesaid documents shall be submitted in PDF format with digital signatures. The Google Form link shall be sent later through the Planning Officer.	DepEd Order No.11, s.2018 DepEd Order No.36, 2016
On or before April 20, 2026	8. Submission of one (1) printed copy of SFCR 1 from the <u>Elementary and Secondary Schools</u> to the <u>District Office</u> for the Preparation of SFCR 2 (c/o PSDSs)	DepEd Order No.11, s.2018
On or before April 22, 2026	9. Submission of one (1) printed copy of SFCR 2 (consolidated copy of elementary and secondary schools within the District) from the <u>District Office</u> (c/o PSDSs) to the <u>Division Office</u>	DepEd Order No.11, s.2018
On or before April 29, 2026	10. Preparation of SFCR 3 by the Division Checking Committee	DepEd Order No.11, s.2018

II. SCHEDULE OF THE DIVISION LEVEL CHECKING OF SCHOOL FORMS

Level	Grade Level/Date of Simultaneous Division Checking of School Forms	Venue
	Kindergarten and Grade 6	



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Elementary Level (By Clustered Schools)	(March 26, 2026) Grades 1-5 (March 27, 2026)	(to be identified by the PSDSs)
Secondary Level (By Municipality)	Grades 10 and 12 (March 26, 2026) Grades 7-9 and 11 (March 27, 2026)	(per agreement of the secondary schools in coordination with the DEPS and PSDS in charge of secondary schools)

B. ASSIGNED DIVISION PERSONNEL IN THE DIVISION CHECKING OF FORMS AND IN THE CONDUCT OF END-OF-SCHOOL-YEAR RITES

1. ELEMENTARY LEVEL – Public Schools District Supervisors
2. SECONDARY LEVEL:

No.	PSDS/DEPS-in-Charge/	Assigned Municipality
1.	Anastacia N. Victorino, EdD	Sta. Maria
2.	Virgilio L. Laggui, PhD	Guiguinto, Pandi
3.	Joel I. Vasallo, PhD	San Ildefonso, Bustos
4.	Agnes R. Bernardo, PhD	Paombong, Marilao
5.	Marinella T. Pengson, PhD	Pulilan
6.	Jay Arr V. Sangoyo, PhD Oliver Mangao	San Rafael, Plaridel
7.	Marilene G. Ramos, EdD	Bocaue
8.	Francisco B. Macale	Obando, Balagtas
9.	Eleseo E. Godoy, PhD	Norzagaray, Angat
10.	Perlita G. Pagdanganan, EdD	Calumpit
11.	Charito L. Laggui, PhD	Bulakan, Hagonoy
12.	Dante Liongson, PhD	San Miguel, DRT

III. 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	Elementary and Secondary Levels	(During Division Level Checking of Forms)



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(to be prepared by the Deputized Division Checking Committee) (See Annex 1a of DepEd Order No.11, s.2018)		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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IV. SUGGESTED NUMBER OF CLASS DAYS BASED ON THE DEPED ORDER NO.012, .2025

Month	No. of Sch Days	Specific Dates
June, 2025	11	16-20, 23-27, 30
July, 2025	23	1-4, 7-11, 14-18, 21-25, 28-31
August, 2025	20	1, 4-8, 11-15, 18-20, 22, 26-30 (30 - Saturday is included as marked by box meaning days for INSET/Trainings, Co-Curricular Activities, and Home-School Collaboration-Related Activities)
September, 2025	22	1-5, 8-12, 15-19, 22-26, 29-30
October, 2025	23	1-3, 6-10, 13-17, 20-24, 27-31
November, 2025	21	3-8, 10-14, 17-21, 24-28 (8 - Saturday is included as marked by box meaning days for INSET/Trainings, Co-Curricular Activities, and Home-School Collaboration-Related Activities)
December, 2025	14	1-5, 9-12, 15-19
January, 2026	21	5-9, 12-16, 18-23, 26-31 (31 - Saturday is included as marked by box meaning days for INSET/Trainings, Co-Curricular Activities, and Home-School Collaboration-Related Activities)
February, 2026	19	2-6, 9-13, 16, 18-20, 23-27
March, 2026	23	2-6, 9-13, 16-20, 23-28, 30-31 (28 - Saturday is included as marked by box meaning days for INSET/Trainings, Co-Curricular Activities, and Home-School Collaboration-Related Activities)
Total	197	



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Enclosure No.2 to Division Memorandum No. ____ s. 2026

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 a copy of the 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 2025-2026;
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 with 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 of, or otherwise delete the file, once the contract is completed or the agreed period of use lapses.
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	Cecilia S. Custodio, PhD CID Chief
Vice Chair	Rainelda M. Blanco, 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 SCHOOL FORMS**

School Year 2025-2026

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

Directions: Please put a check mark in 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			



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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 the 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 March 31, 2026.)