



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

February 18, 2026

**DIVISION MEMORANDUM**

No. 88, s. 2026

**PREPARATION AND CHECKING OF SCHOOL FORMS FOR PRIVATE SCHOOLS  
FOR THE SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Division Chiefs  
SGOD Unit  
Heads of Private Elementary and Secondary  
Private Schools SHS Implementers  
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2018 titled "Guidelines on the Preparation and Checking of School Forms, this office issues this Division Memorandum for the preparation, updating, and evaluation of School Forms for the End of School Year 2025-2026.
2. For evaluation purposes regarding the accuracy of the contents of Diplomas, Moving Up Certificates, and other scholastic records, this office announces the conduct of the following:
  - **School/Municipal Level Checking of School Forms** in all Kindergarten, Elementary, Junior High School, and Senior High School private schools immediately after the last day of their school year, 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 submission shall be provided before the set date), after the conduct of the school/municipal level checking of forms.
  - **Application of Special Order** for Senior High School Graduation is at least 15 calendar days before the end of the current academic year. Please refer to Regional Memorandum No. 085, s. 2025: Amended Guidelines on the submission of Private School Applications for Operational Compliance, process on Application for the Issuance of Special Order (S.O.) for Graduation per D.O. 10, s.2018. The required attachments are the following:

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**Address:** Provincial Capitol Compound, Brgy. Guinhawa,  
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- a. Transmittal letter address to Regional Director
  - b. List of graduates with complete and correct details
  - c. Certified true copy of Form 137/Form 138
  - d. Copy of Permit
  - e. SEC
3. The mechanism and simplified procedures adopted by SDO for this End of School Year 2025-2026 are anchored in the principles of accountability, accuracy, and reliability of dates, and efficiency.
  4. It is reiterated that all procedures and guidelines, as well as the required School Forms, are stipulated in DepEd Order No. 11, s. 2018" shall be strictly followed.
  5. Giving of awards and recognition to Kindergarten and Grades 1-12 learners shall be in accordance with DepEd Order 36, s. 2016 titled "Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program."
  6. School Heads are tasked with fully managing, coordinating, and overseeing the conduct of school-level form checking. 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 form-checking schedule.
  7. An online orientation shall be conducted on February 24, 2026, at 1:00 pm. The meeting link shall be provided before the said meeting.
  8. Enclosure No.1 contains the Municipal Checking Committee (DCC) personnel/DCC representative who will sign the School Forms Checking Reports 1 (SFCR 1), Venue of the Municipality Checking of Special Order and other School Forms.
  9. 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.
  10. Compliance with and wide dissemination of this Memorandum is desired.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent

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**SCHEDULE OF CHECKING OF SPECIAL ORDER (SO) FOR PRIVATE SCHOOLS AND OTHER SCHOOL FORMS**

EDDIS	Municipalities	Venue	District Coordinators
1	<b>Calumpit</b> March 4, 2026	Academia De Santo Domingo	Regine Sto. Domingo Emily Cruz
	<b>Hagonoy</b> March, 5, 2026		
	<b>Paombong</b> March 6, 2026		
	<b>Pulilan</b> March, 9, 2026	Colegio De Santa Philomena	Josie Camposano
	<b>Bulakan</b> March, 6, 2026	Colegio De Roma	Teresita Francisco
2	<b>Plaridel</b> March 5-6, 2026	Richwell Colleges, Inc.	Cristina Dela Rosa Serrano
	<b>Bustos</b> March 5, 2026	Mary and Jesus School, Inc.	Ma. Sophia Lauren Perpetua
3	<b>San Ildefonso</b> March 4, 2026	Goldenville School of Montessori	Rhoda R. Manuel
	<b>San Miguel</b> March 10, 2026	Park Ridge School of Montessori, Inc	Alicia Rodriguez
	<b>San Rafael</b> March 5, 2026	Sanctuario of St. Maria Theresa	Ellaine Grace A. Francisco
4	<b>Marilao</b> March 5, 2026	St. Michael School of Marilao	Ann Concepcion Natividad
	<b>Obando</b> March 5, 2026	Obando Montessori	Marietta San Jose
5	<b>Pandi</b> March 4, 2026	ICCDC	Trinidad Gonzales
	<b>Guiguinto</b> March 6, 2026	St. Martin de Porres Catholic School of Guiguinto, Inc.	Connie Doloso
	<b>Bocaue</b> March 4-6, 2026	Jesus Is Lord Colleges Foundation	Rosalinda Rodriguez
	<b>Balagtas</b> March 10, 2026	Colegio De Roma	Amor Victorio
6	<b>Angat</b> March 5, 2026	Colegio De Sta. Monica de Angat	Francie Castro
	<b>Norzagaray</b> March 6, 2026		Sherill Baracca
	<b>Sta. Maria</b> March 4-6, 2026	Grace of Shekinah & Smarties Academy of Sta. Maria	Leah Bernadette Halili

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