



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

March 5, 2026

DIVISION MEMORANDUM

No. 124 , s. 2026

**DIVISION ONLINE REORIENTATION ON THE PREPARATION,
ACCOMPLISHMENT, AND CHECKING OF YEAR-END SCHOOL FORMS**

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

1. Relevant to the latest DepEd Orders and Memoranda about the accomplishment of school academic records, this Office shall conduct a **Division Online Reorientation on the Preparation, Accomplishment, and Checking of Year-End School Forms**, scheduled on March 10, 2026, Tuesday at 9:00 a.m. using MS Teams.
2. This activity aims to:
 - 2.1 provide informative discussions on the latest DepEd mandates on school forms and the giving of awards and recognition;
 - 2.2 revisit the policy guidelines on the conduct of School and Division Level Checking of Forms; and
 - 2.3 conduct an open forum on pressing issues related to academic records, and prepare an echo webinar matrix for the district- and school-level orientations.
3. Participants in this orientation are the District School Forms Advisers and Coordinators, and Secondary School Forms Coordinators/School Registrar.
4. Enclosure No.1 pertains to the matrix of activity and the list of personnel who will serve as Technical Work Group (TWG) chairs, members, and resource speakers.
5. All school heads are reminded of the DepEd Order No. 9, S. 2005, "Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith." Classes must remain uninterrupted, and there must be substitutes for those teachers included in the activity.
6. The online platform link shall be sent to participants before the meeting begins.
7. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent


MARIA CELINA L. VEGA, CESO VI
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Office of the Schools Division Superintendent



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Enclosure No. 1 to the Division Memorandum No. 124, s. 2026

A. Matrix of Activity

No.	Topics/Flow of the Activity
1.	Opening Program/Registration/Preliminaries
2.	Updates on the Learner Information System (LIS), and Transfer of Academic Records
3.	Division Memorandum No. 064, S. 2026: Guidelines on the Conduct of the Division and School Level Checking of Forms for School Year 2025-2026 DepEd Memorandum No. 015, s. 2026: Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for School Year 2025-2026
4.	References DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms) including: <ol style="list-style-type: none"> 1. School Form 1, 2, 5, 6, 9, & 10 2. Diploma and Moving Up Certificates DepEd Order No.36, s.2016 - Updates on Giving of Awards and Recognition Input on DepEd Order No.4, s.2014 titled "Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2013 - 2014" Input on DepEd Order No.58, s.2017 titled "Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records"
8.	Open Forum

B. List of Resource Speakers/Facilitators/Technical Working Group

Cecilia S. Custodio, PhD	CID Chief
Jay Arr V. Sangoyo, PhD	Division School Forms Coordinator
Paulo Eduardo Cruz	Planning Officer
Marco Paolo Victoriano	IT Officer
Joan T. Buluran	Division Testing Coordinator



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