



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City
deped10_tangub@yahoo.com / (088) 395 3372
www.depedtangub.net



April 5, 2018

DIVISION MEMORANDUM
No. 93, s. 2018

**Basic Procedure in Conducting School Forms Validation per DO 11, s.2018
and Final Schedule of Division Checking of Forms**

To: **Chief, Curriculum Implementation Division**
Chief, School Governance and Operations Division
Division Checking Committee
Elementary and Secondary School Heads
School Checking Committee
This Division

1. The following are the basic procedure in conducting school forms validation in reference to D.O. No. 11, s. 2018 re: *Guidelines on the Preparation and Checking of Forms*.

2. At the School level, the review shall focus on the accuracy of the learner profiles and enrollment eligibility using reliable references such as, but not limited to, Birth Certificate, Learner's Permanent Academic Records (SF10, formerly Form 137), or appropriate certifications.

Awards and certificates for learners in graduating/moving up levels (Kinder, Grade 6, 10, & 12) should be checked against the SF1 for consistency.

- a. Class Adviser to ready SF1, SF2 (Feb or March), SF 5 and SF10/F137. (page 6)
- b. School Checking Committee (SCC) to check consistency of each SFs and appropriate supporting document. (pages 9-10 of the order)
- c. Reminder to SCC: Familiarize in the provisions of DO11, s. 2018 and be guided with the principle emphasized in section 2.2 (pages 8 & 9 of the order)
- d. SCC to communicate the findings to the concern Class Adviser and extend assistance as needed. (page 6 of the order)
- e. School System Admin as Vice-chair will sign to each SFs. (page 7 of the order)
- f. SCC to prepare and sign the SFCR1. (page 7 of the order)

3. At the Division level:

- a. SCC to present all classes for all grade levels as appeared in SF4 and SF6 for draw lots and consideration of focus grade levels. (page 8 of the order)
- b. Draw lots will be done at the presence of SCC on the day of checking. No advance selection of classes to be checked. (page 8 of the order)

- c. DCC will check consistency of each SFs (SF1, SF2 for Feb or March, SF 5 and SF10/F137) and check validity of supporting document. Please note that in the absence of PSA Birth Certificate (original copy may not be required for submission), baptismal, Barangay Certificate with the details of the learner or even the Parent Affidavit can be used as reference. (pages 9-10 of the order)
 - d. Reminder to DCC: Familiarize in the provisions of DO11, 2018 and be guided with the principle emphasized in section 2.2. (pages 8 & 9 of the order)
 - e. DCC to prepare and sign the SFCR1 for classes that were randomly selected and checked. (page 12 of the order)
3. Division Level checking will be on **April 11-12, 2018 at the Division Office Conference Hall, Tangub City.**
4. Division Checking Committee is composed of the following personnel:
- Chair: Carmelita A. Jubay, Ed. D., Chief EPS – CID
 - Vice-Chair: Myrna T. Regidor, Chief EPS – SGOD
 - Members: Danilo U. Omega, EPS-II
 - Efleda D. Enerio, EPS-II
 - Gina L. Mandawe, EPS-II
 - Lorna C. Peñonal, EPS-II
 - Porferio A. Mosiquera, EPS-II
 - Puriza L. Legaspi, EPS-II
 - Relita P. Decina, EPS-II
 - Roger F. Duhaylungsod, EPS-II
 - Romel E. Huertas, EPS-II
 - Virginia S. Bagaboyboy, EPS-II
 - Alden M. Antonio, ITO
 - Arniel B. Mehoy, PDO-I
 - Bride Joy M. Candano, SocMob/M&E EPS
 - Dorothy P. Neri, DPO-III
 - Rene Boy G. Roxas, HRTD SEPS
 - Wilfredo B. Cañete, Physical Facilities Coordinator
5. For guidance and reference.

JEAN G. VELOSO
 Assistant Schools Division Superintendent
 OIC - Schools Division Superintendent

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

BASIC EDUCATION	LEARNERS
DATA	POLICY
FORMS	SCHOOLS