



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
82 Military Cut-off Road, Baguio City



DIVISION OF  
BAGUIO CITY

MAR 21 2018

RELEASED  
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DIVISION MEMORANDUM

No. 111, s.2018

**Localized Division Checking of School Forms based on DepEd Order No 11, s. 2018  
(Guidelines on the Preparation and Checking of School Forms)**

To: **All Public Schools District Supervisors (PSDSs)**  
**Education Program Supervisors (EPSs)**  
**Public and Private Elementary School Heads**  
**Public and Private Junior High School (JHS) School Heads**  
**Public and Private Senior High School (SHS) School Heads**  
**President and Vice-President, APSA-Baguio City**  
**School Governance and Operations Division - School Management, Monitoring  
and Evaluation (SMME) Section**

1. Department of Education (DepEd) Order No. 11, s. 2018 entitled Guidelines on the Preparation and Checking of School Forms specifies the overall process of checking the school forms for the end of school year.
2. One major document in the checking of school forms is the **generated** School Form 5 or Report on Promotion and Level of Proficiency (for kinder, elementary, and junior high school) /School Form 5A or End of Semester and School Year Learner Status (for senior high school) /School Form 5B or List of Learners with Complete SHS Requirements (for Grade 12) from the Learner Information System (LIS). **However, the LIS facility needed in the generation of SF5/SF5A/SF5B is for deployment in progress indefinitely to the field.**
3. Hence, this Office has decided to localize the mechanisms of checking of school forms as stated in DepEd Order No. 11, s. 2018 while warranting accountability, accuracy and reliability of data, and efficiency of the process workflow.
4. For the LOCALIZED DIVISION CHECKING OF SCHOOL FORMS: COMPOSITION, PROCEDURES, AND OTHER GUIDELINES; please refer to Enclosure No. 1 of this Memorandum.
5. **To ensure common understanding on the localized procedures and other relative guidelines, there will be an orientation to all Public Schools District Supervisors (PSDSs), Education Program Supervisors (EPSs), President and Vice-President of APSA-Baguio City, and other Members of the Division Checking Committee (DCC) on Thursday, 22 March 2018, 8:30 AM at the Conference Hall.**
6. Immediate and wide dissemination of this Memorandum is required.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



Enclosure No. 1 of Division Memorandum No. 111, s. 2018

## LOCALIZED DIVISION CHECKING OF SCHOOL FORMS

### I. COMPOSITION

#### SCHOOL CHECKING COMMITTEE (SCC)

Chair	School Head
Vice Chairs	LIS/EBEIS Coordinator for enrolment counts and learner profile  Other School Personnel for curriculum and assessment
Sub-committees	<ul style="list-style-type: none"><li>• One sub-committee for every 3 sections in each grade level<ul style="list-style-type: none"><li>○ Class Advisers</li><li>○ Subject Teacher</li></ul></li></ul>

#### DIVISION CHECKING COMMITTEE (DCC)

Chair	SORAYA T. FACULO, PhD OIC- Assistant Schools Division Superintendent
Vice Chairs	ARTHUR TIONGAN Chief Education Supervisor Schools Governance and Operations Division  JULIET C. SANNAD Education Program Supervisor  LOURDES B. LOMAS-E Public Schools District Supervisor
Members	<ul style="list-style-type: none"><li>• Curriculum Implementation Division<ul style="list-style-type: none"><li>○ All Education Programs Supervisors/ Public Schools District Supervisors as <b>Confirmers</b></li></ul></li><li>• Schools Governance and Operations Division - Planning and Research Section<ul style="list-style-type: none"><li>○ REYNALYN T. PADSOYAN</li><li>○ OLIVIA O. GOMEZ</li><li>○ ARIAN S. CAYSO</li><li>○ JEFFERSON B. KISPAY</li><li>○ RAYA J. OYDOC</li></ul></li></ul>



## II. PROCEDURES

### A. FOR PUBLIC SCHOOLS

#### First level: SCHOOL CHECKING COMMITTEE (SCC)

SCHOOL FORMS TO BE CHECKED	SOURCE
<ul style="list-style-type: none"><li>SF 1 ( School Register) vis-à-vis required documents (PSA birth certificate or other equivalent document)</li></ul>	LIS generated
<ul style="list-style-type: none"><li>SF 4 (Monthly Learner Movement and Attendance Report) as of February 2018 and March 2018</li></ul>	Google sheet
<ul style="list-style-type: none"><li>SF 9 (Learner's Progress Report)</li><li>Kindergarten Progress Report or the Early Childhood and Development Checklist (ECCD)</li></ul>	Renamed Form 138, manual entry
<ul style="list-style-type: none"><li>SF 10 (Learner's Permanent Academic Record (except for Kindergarten)</li></ul>	Old Form 137, manual entry for Grades 2-6 and Grades 8-10  Renamed Form 137 to SF 10, manual entry for Grade 11; and  Old Form 137, manual entry for Grade 12  Customized as SF 10 for Grades 1 and 7



**NOTE: ONLY FOR KINDERGARTEN, GRADES 6, 10, & 12. SCHEDULE OF CHECKING OF FORMS SHALL BE ARRANGED BY THE RESPECTIVE CONFIRMERS.**

**Second level: DIVISION CHECKING COMMITTEE (DCC)**

**MEMBERS CONCERNED:**

**Public Schools District Supervisors (PSDs) as Confirmers**

**Education Program Supervisors (EPSs) as Confirmers**

SCHOOL FORMS TO VALIDATE	SOURCE
<ul style="list-style-type: none"> <li>SF 1 ( School Register)</li> </ul> <p>vis-à-vis required documents (PSA birth certificate or other equivalent document)</p>	LIS generated
<ul style="list-style-type: none"> <li>SF 4 (Monthly Learner Movement and Attendance Report) as of February 2018 and March 2018</li> </ul>	Google sheet
<ul style="list-style-type: none"> <li>SF 9 (Learner's Progress Report)</li> <li>Kindergarten Progress Report or the Early Childhood and Development Checklist (ECCD)</li> </ul>	Renamed Form 138, manual entry
<ul style="list-style-type: none"> <li>SF 10 (Learner's Permanent Academic Record (except for Kindergarten)</li> </ul>	<p>Old Form 137, manual entry for Grades 2-6 and Grades 8-10</p> <p>Renamed Form 137 to SF 10, manual entry for Grade 11; and</p> <p>Old Form 137, manual entry for Grade 12</p> <p>Customized as SF 10 for Grades 1 and 7</p>

**Third level: DIVISION CHECKING COMMITTEE (DCC)**

**MEMBERS CONCERNED:**

**Public Schools District Supervisors (PSDs) in-charge of the District**

**NOTE: CHECKING SHALL START ONCE LIS GENERATED FORMS ARE AVAILABLE. STRICTLY NO MANUAL ENTRY FOR ALL GRADE LEVELS.**

SCHOOL FORMS TO CHECK AND VALIDATE (forms need to be signed by the member concerned)	SOURCE
<ul style="list-style-type: none"> <li>SF 5 (Report on Promotion and Level of Proficiency (for kinder, elementary, and junior high school)</li> </ul> <p>vis-à-vis SF 10/ Form 137</p>	LIS generated
<ul style="list-style-type: none"> <li>School Form 5A or End of Semester and School Year Learner Status (for senior high school)</li> </ul> <p>vis-à-vis SF 10/ Form 137</p>	LIS generated
<ul style="list-style-type: none"> <li>School Form 5B or List of Learners with Complete SHS Requirements (for Grade 12)</li> </ul> <p>vis-à-vis SF 10/ Form 137</p>	LIS generated



**Fourth level: DIVISION CHECKING COMMITTEE (DCC)**

**MEMBERS CONCERNED:**

**Schools Governance and Operations Division  
 Planning and Research Section Staff**

**NOTE: DUE DATE OF SUBMISSION: please refer to Division Memorandum No. 100, s. 2018**

SCHOOL FORMS TO VALIDATE AND FILE	SOURCE
<ul style="list-style-type: none"> <li>SF 5 (Report on Promotion and Level of Proficiency (for kinder, elementary, and junior high school)</li> </ul>	LIS generated
vis-à-vis SF 4 as of February 2018 or March 2018	Google sheet
<ul style="list-style-type: none"> <li>School Form 5A or End of Semester and School Year Learner Status (for senior high school)</li> </ul>	LIS generated
vis-à-vis SF 4 as of February 2018 or March 2018	Google sheet
<ul style="list-style-type: none"> <li>School Form 5B or List of Learners with Complete SHS Requirements (for Grade 12)</li> </ul>	LIS generated
vis-à-vis SF 4 as of February 2018 or March 2018	Google sheet

**B. FOR PRIVATE SCHOOLS**

**First level: SCHOOL CHECKING COMMITTEE (SCC)**

SCHOOL FORMS TO BE CHECKED	SOURCE
<ul style="list-style-type: none"> <li>SF 1 ( School Register)</li> </ul>	LIS generated
vis-à-vis required documents	
<ul style="list-style-type: none"> <li>SF 4 (Monthly Learner Movement and Attendance Report) as of February 2018 and March 2018</li> </ul>	Google sheet
<ul style="list-style-type: none"> <li>SF 9 (Learner's Progress Report)</li> </ul>	Renamed from Form 138, manual entry
<ul style="list-style-type: none"> <li>Kindergarten Progress Report or the Early Childhood and Development Checklist (ECCD)</li> </ul>	
<ul style="list-style-type: none"> <li>SF 10 (Learner's Permanent Academic Record (except for Kindergarten)</li> </ul>	Old Form 137, manual entry for Grades 2-6 and Grades 8-10
	Renamed Form 137 to SF 10, manual entry for Grade 11; and
	Old Form 137, manual entry for Grade 12
	Customized as SF 10 for Grades 1 and 7



**Second level: DIVISION CHECKING COMMITTEE (DCC)**

**MEMBERS CONCERNED:**

**Public Schools District Supervisors (PSDSs) in-charge of the District**

**NOTE: CHECKING SHALL START ONCE LIS GENERATED FORMS ARE AVAILABLE. STRICTLY NO MANUAL ENTRY FOR ALL GRADE LEVELS.**

SCHOOL FORMS TO CHECK AND VALIDATE (forms need to be signed by the member concerned)	SOURCE
<ul style="list-style-type: none"> <li>SF 5 (Report on Promotion and Level of Proficiency (for kinder, elementary, and junior high school))</li> </ul> vis-à-vis SF 10/ Form 137	LIS generated
<ul style="list-style-type: none"> <li>School Form 5A or End of Semester and School Year Learner Status (for senior high school)</li> </ul> vis-à-vis SF 10/ Form 137	LIS generated
<ul style="list-style-type: none"> <li>School Form 5B or List of Learners with Complete SHS Requirements (for Grade 12)</li> </ul> vis-à-vis SF 10/ Form 137	LIS generated

**Third level: DIVISION CHECKING COMMITTEE (DCC)**

**MEMBERS CONCERNED:**

**Schools Governance and Operations Division  
 Planning and Research Section Staff**

**NOTE: DUE DATE OF SUBMISSION, please refer to Division Memorandum No. 100, s. 2018**

SCHOOL FORMS TO VALIDATE AND FILE	SOURCE
<ul style="list-style-type: none"> <li>SF 5 (Report on Promotion and Level of Proficiency (for kinder, elementary, and junior high school))</li> </ul> vis-à-vis SF 4 as of February 2018 or March 2018	LIS generated  Google sheet
<ul style="list-style-type: none"> <li>School Form 5A or End of Semester and School Year Learner Status (for senior high school)</li> </ul> vis-à-vis SF 4 as of February 2018 or March 2018	LIS generated  Google sheet
<ul style="list-style-type: none"> <li>School Form 5B or List of Learners with Complete SHS Requirements (for Grade 12)</li> </ul> vis-à-vis SF 4 as of February 2018 or March 2018	LIS generated  Google sheet



### **III. OTHER GUIDELINES**

1. School forms to be checked first by the SCC and DCC (Confirmers) shall be the school forms of Kindergarten, Grades 6, Grade 10, and Grade 12;
2. Remaining grade levels shall be checked based on the levels of checking the schools forms;
3. School Form Checking Report 1 shall be submitted by the school to the PSDS in-charge of the District at least one week after the actual checking of forms;
4. School Form Checking Report 2 or the Consolidated District School Forms Checking Report shall be submitted by the PSDS in-charge of the District to the DCC through the Office of the Chief Curriculum Implementation Division for consolidation at least two weeks after the actual checking of forms;
5. School Form Checking Report 3 or the Consolidated Division School Forms Checking Report shall be copy furnished to Schools Governance and Operations Division - Planning and Research Section . The SGOD- Planning and Research Section shall submit to Policy, Planning, and Research Division (PPRD), DepEd CAR or other requesting office;
6. School Governance and Operations Division- School Management, Monitoring and Evaluation (SMME) Section shall conduct the monitoring and evaluation.