



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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March 19, 2019

DIVISION MEMORANDUM

No. 149, s. 2019

SCHEDULE ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

To: All Public Schools District Supervisors
Education Program Supervisors
Public Elementary School Heads
Public Secondary School Heads
Public Senior High School Heads

1. Relative to DepEd Order No. 11, s. 2018 entitled "Guidelines on the Preparation and Checking of School Forms", the field is informed that the Division Checking Committee will conduct preparation, updating, and evaluation of school forms on the following dates:

KINDER, GRADE 6, GRADE 10, and GRADE 12	
Examination Date	March 14-15, 2019
Preparation and School-level Checking of Forms by the School Checking Committee (SCC)	March 18-20, 2019
Checking of Forms by the Division Checking Committee (DCC-CID) *The EPSs and PSDSs will give Technical Assistance on the following forms: SF1, SF2, SF5, SF6, SF9, SF10, Birth Certificates and Certificates	March 21-25, 2019
Submission of School Forms for DCC-SGOD Validation (SF1, SF2, SF5, and SF6)	March 26-27, 2019
Signing of Certificates by the Schools Division Superintendent	March 28-29, 2019
Graduation/Moving Up	April 1-5, 2019

2. The mechanisms and guidelines on the checking of forms are stated in DepEd Order No. 11, s. 2018.
3. For any clarifications and/or technical assistance needed, please refer them to the Public Schools District Supervisor/Education Program Supervisors assigned to your respective schools.
4. Immediate and wide dissemination of this Memorandum is desired.

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


SURAYA T. FACULO, Ph.D.
Officer in Charge

Officer in Charge of the Assistant Schools Division Superintendent