



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 08 2024

**DIVISION MEMORANDUM**  
No. 197, s. 2024

**DIVISION CHECKING OF SCHOOL FORMS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
All Public School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2018 entitled "Guidelines on the Preparation and Checking of School Forms", this Office announces the conduct of the **Division Checking of School Forms of Priority Grade Levels on May 22, 2024.**
2. This activity will be headed by the Division Checking Committee consist of:

Chair: Milagros M. Peñaflor, CID Chief  
Vice-Chair: Ramon C. Perez, SGOD Chief  
Public Schools District Supervisors  
(for their respective districts)  
Members: Education Program Supervisors  
SGOD Personnel

3. The Public Schools District Supervisors are in-charge of coordinating the schedule of all schools within their area. Likewise, checking of forms of both elementary and secondary schools will be held in the SDO Annexes.
4. The School Checking Committee (SCC) should be present during the checking of school forms because the DCC shall discuss the finding with the SCC after checking.
5. The DCC is instructed to include in their activity report the observed implementation of the following issued policies related to school report preparations and LIS updating:



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Focus of Validation	Policy Reference
i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected)	<ul style="list-style-type: none"> <li>• DO 20, s. 2018- Amendment to DepEd Order No. 47, s. 2016</li> <li>• DO 47, s. 2016- Omnibus Policy on Kindergarten Education</li> </ul>
ii. Proper preparation of SF10 such as but not limited to: No insertion of school logo (public school). In case of transferred out, transmission of original copy of SF10 with available grading boxes for continuous updating (except grades 6 and 10 completers)	<ul style="list-style-type: none"> <li>• DO 58, s. 2017- Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records</li> <li>• DO 4, s. 2014- Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools effective End of School Year 2012-2013</li> </ul>
iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available)	<ul style="list-style-type: none"> <li>• DO 54, s. 2016- Guideline on the Transfer of Learners School Records</li> <li>• DO 58, s. 2017- Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records</li> </ul>
iv. Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners	<ul style="list-style-type: none"> <li>• DO 3, s. 2018- Basic Education Enrollment Policy</li> </ul>



Kabukiran, Calaylayan, Abucay 2114 Bataan

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CSC PRIME-HRM BRONZE AWARD  
 CSC Resolution No. 201108



PHILIPPINE QUALITY AWARD  
 COMMITMENT TO QUALITY MANAGEMENT LEVEL II  
 2022



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with unsettled account from  
private school.

6. In relation to this, there will be a **hybrid meeting on Division Checking of School Forms of DCC members and school heads on May 13, 2024 at 10:00 AM:**
  - DCC members - On-site (3<sup>rd</sup> floor Conference room)
  - School Heads - Microsoft Teams (link will be provided through The PSDSs)
7. Enclosed is the list of districts with the assigned Vice-Chair and DCC Members.
8. The schedule of checking of school forms of private schools will be issued in a separate memorandum.
9. Wide dissemination of and compliance with this Memorandum are enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 

Encls.: As stated  
References: DepEd Order No. 11, s. 2018

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

SO3/PARTS  
05/07/2024



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Enclosure to Division Memorandum No.\_\_\_\_, s. 2024

**LIST OF DISTRICTS WITH VICE-CHAIR AND DCC MEMBERS**

DISTRICT	PSDS (VICE-CHAIR)	CID	SGOD
Dinalupihan	Ruel Lingad  Ronie Mendoza	Jean Lintag	Francez Paulene Tabije  Jethro Nocom
Hermosa	Arlene Carlos	Roberto Pantig	Gerald Lingad
Orani	Jeolfa Reyes	Mila Calma	Jessalyn Linsangan
Samal	Elma Dizon	Maria Teresa Perez	Mar-Elen Fe Reñosa
Abucay	Elvira Mina	Edgar Garcia	Perlie Ann R. Torres-Samonte
Morong	Mariel Labandillo	Jacqueline Tuazon	Raymond Joseph Mendoza
Bagac	Jonathan De Guzman	Jacqueline Tuazon	Hermie Duran
Pilar	Minerva Rillo	Evelyn Mendoza	Rojomel Idquival
Orion	Teresita Ordiales	Romeo Layug	Alma Garcia
Limay	Francisco Bautista	Danilo Caysido	Misty Dela Cruz
Mariveles	Rodger De Padua	Edwin Bermillo	Nico Mangaliman