



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

MAR 18 2025

DIVISION MEMORANDUM

No. 135, s. 2025

DIVISION CHECKING OF SCHOOL FORMS

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

1. Pursuant to DepEd Order No. 11, s. 2018 titled "Guidelines on the Preparation and Checking of School Forms", this Office announces the conduct of the **Division Checking of School Forms** on **April 11, 2025**.

2. The 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 public schools within their area. Likewise, checking of forms of both elementary and secondary schools will be held in the SDO Annexes.

4. Meanwhile, Mar-Elen Fe G. Reñosa, EPS in-charge of Private Schools, shall set and coordinate the schedule of checking of school forms of all private schools.

5. 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.

6. 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"> . DO 21, s. 2018 Amendment to DepEd Order No. 47, s. 2016 . DO 47, s. 2016-Omnibus Plocy on Kindergarten Education
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 grade 6 and 10 completers)	<ul style="list-style-type: none"> . 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. . DO 4, s. 2014-Adoption of the Modified School Forms (SFs) for Public Schools effective End of School Year 2012-2013.
iii. Transfer of Document within 30 days upon receipts 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"> . DO 54, s. 2016 – Guidance on the Transfer of Learners School Records. . DO 58, s. 201 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records.
iv. Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school	<ul style="list-style-type: none"> . DO 3, s. 2018 Basic Education Enrolment Policy

7. Enclosed is the list of districts with the assigned Vice-Chair and DCC Members.



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8. Additionally, adherence to the provisions of DepEd Order No.9, s. 2005 titled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith* and Republic Act 5546, titled *An Act to Further Amend Republic Act Numbered Four Thousand Two Hundred Six Entitled "An Act Prohibiting The Collection Of Contributions From School Children Of Public Primary, Intermediate And High Schools"*, be observed and implemented.
9. This Division Memorandum serves as the Travel Authority of all participants.
10. Wide dissemination of and compliance with this Memorandum are enjoined.


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

Reference: DO No. 58, s. 2017
DO No. 11, s. 2018
To be indicated in the Perpetual Index
Under the following subjects:

DATA ENROLLMENT
FORMS SCHOOLS

SO14/NMM
March 18, 2025



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Enclosure No. 1 to Division Memorandum No. _____ s. 2025

LIST OF DISTRICTS WITH VICE-CHAIR AND DCC MEMBERS

	District	PSDS (Vice Chair)	CID	SGOD
1	Dinalupihan East	Ruel D. Lingad	Jean A. Lintag	Francez Paulene T. Likwong
2	Dinalupihan West	Ronie S. Mendoza		Jethro M. Nocom
3	Hermosa	Arlene S. Carlos	Roberto R. Pantig	Gerald A. Lingad
4	Orani	Jeolfa G. Reyes	Mila D. Calma	Jessalyn Anne Linsangan
5	Samal	Elma P. Dizon	Maria Teresa C. Perez	Mar-Elen Fe G. Reñosa
6	Abucay	Elvira R. Mina	Edgar E. Garcia	Misty B. Dela Cruz
7	Pilar	Minerva P. Rillo	Evelyn V. Mendoza	Rojomel M. Idquival
8	Orion	Teresita R. Ordiales	Romeo M. Layug	
9	Limay	Francisco B. Bautista	Danilo C. Caysido	Raymond Joseph V. Mendoza
10	Mariveles	Rodger R. de Padua	Edwin Riel Bermillo	Nico M. Mangaliman
11	Bagac	Jonathan B. de Guzman	Jacqueline C. Tuazon	Hermie G. Duran
12	Morong	Mariel M. Labandilo		Misty B. dela Cruz