



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

MAR 02 2026

DIVISION MEMORANDUM

No. 163, s. 2026

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 **March 24, 2026**.
2. The activity will be headed by the Division Checking Committee composed of the following:

Chair: Roberto R. Pantig, PhD - 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 shall be in-charge of coordinating the schedule of all public schools within their respective areas. Likewise, the checking of forms for both elementary and secondary schools shall be conducted in their respective central schools.
4. The schedule for the checking of school forms for private schools shall be coordinated by Mar-Elen Fe G. Reñosa, EPS-SGOD, while the schedule for ALS Learning Centers shall be coordinated by Jean A. Lintag, EPS-ALS.
5. The School Checking Committee (SCC) must be present during the checking of school forms, as the Division Checking Committee (DCC) shall discuss the findings with the SCC after checking.



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

6. The DCC is instructed to include in its activity report the observed implementation of the following issued policies related to the preparation of school reports and the updating of the Learner Information System (LIS).

Focus of Validation	Policy Reference
i. Kinder Age Cut-off (Public and Private Schools) <ul style="list-style-type: none"> • All learners, especially those in Kindergarten, must be encoded in LIS. • Validate reports that some schools are accepting under aged learners for kindergarten and deliberately excluding them from the system to avoid detection. 	<ul style="list-style-type: none"> • DO 21, s. 2018 Amendment to DepEd Order No. 47, s. 2016 • DO 47, s. 2016-Omnibus Policy on Kindergarten Education • DepEd Order No. 015, s. 2025 titled "Amendment to DepEd Order No. 47, s. 2016 (Omnibus Policy on Kindergarten Education) as Amended by DepEd Order No. 020, s. 2018
ii. Proper preparation of SF10 <ul style="list-style-type: none"> • No insertion of school logo (for public school). • In case of transferred-out learners, the original copy of SF10 must be transmitted 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 receipt of system notification of transfer through LIS Notification <ul style="list-style-type: none"> • School records must be transferred within thirty (30) days upon receipt of the system notification of transfer through LIS Tracking System. • School heads are reminded that a written request of 	<ul style="list-style-type: none"> • DO 54, s. 2016 – Guidance on the Transfer of Learners School Records. • 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.



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

	transfer is no longer needed or required if LIS notification is available.	
iv.	Updating of Learner's Status in the LIS Tracking System <ul style="list-style-type: none"> Update learners status in the LIS Tracking System through confirmation of requests for transfer, including learners with unsettled account from private school 	. DepEd Order No. 017, s. 2025 – Revised Basic Education Enrollment Policy

- Enclosed is the list of districts with the assigned Vice-Chair and DCC Members.
- 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.
- This Division Memorandum serves as the Travel Authority of all participants.
- Wide dissemination of and strict compliance with this Memorandum are enjoined.


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

Reference: as stated
 To be indicated in the Perpetual Index
 Under the following subjects:

DATA ENROLLMENT
 FORMS SCHOOLS

SOA/NMM
 February 26, 2026



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph

"We Mould Heroes"



CNC PRIME FIRM BUSINESS AWARD

PHILIPPINE QUALITY STANDARD



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

Enclosure No. 1 to Division Memorandum No. _____ s. 2026

LIST OF DISTRICTS WITH VICE-CHAIR AND DCC MEMBERS

	District	PSDS	EPS	SGOD
1	Dinalupihan East	Ruel D. Lingad	Edwin Riel Bermillo	Jethro M. Nocom
2	Dinalupihan West	Ronie S. Mendoza		Hermie G. Duran
3	Hermosa	Arlene S. Carlos	Evelyn V. Mendoza	Evangeline D. Gallardo
4	Orani	Christian N. Carizal	Edgar E. Garcia	Renato Mylon N. De Guia
5	Samal	Elma P. Dizon	Romeo M. Layug	Jessalyn Anne M. Linsangan
6	Abucay	Elvira R. Mina	Mila D. Calma	Raymond Joseph V. Mendoza
7	Pilar	Minerva P. Rillo	Roberto R. Pantig	Mar-Elen Fe G. Reñosa
8	Orion	Teresita R. Ordiales	Jacqueline C. Tuazon	Gerald A. Lingad
9	Limay	Francisco B. Bautista	Jean A. Lintag	Kharl John Cruz
10	Mariveles	Rodger R. de Padua	Danilo C. Caysido	Nico M. Mangaliman
11	Bagac	Jonathan B. de Guzman	Arnel Batiles	Misty B. Dela Cruz
12	Morong	Mariel M. Labandilo		Misty B. Dela Cruz