



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

29 June 2021

DIVISION MEMORANDUM
No. 247, s. 2021

**Reiteration on DM-PHROD-2021-0476 re Specific Instruction on the Recent
Policy Issuances for School Year 2020-2021**

To:

Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Planning Officer
SEPS, M&E
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. The field is hereby directed to strictly observe and adhere to the adjustments set for the different policies issued for School Year 2020-2021 to wit; *(See attachment A)*
 - 1.1. DepEd Order No. 18, s. 2021 **(Interim Guidelines on Giving of Awards and Recognition in light of the Basic Education Learning Continuity Plan for School Year 2020-2021)**
 - 1.2. DepEd Memorandum No. 14, s. 2021 **(Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the SY 2020-2021)**. Using the school email, submit the checked and required forms through this link <https://tinyurl.com/brrvw5jf>
 - 1.3. Reiteration of DepEd Order No. 54, s. 2016 **(Guidelines on the Request and Transfer of Learner's School Records)**
 - 1.4. DepEd Order No. 14, s. 2016: **Reiteration of the System Instruction in Updating the EOSY Status of Learner Profiles in the LIS**
2. In addition, the field is directed also to follow the official format in printing the certificate of completion for Kindergarten, Grade 6 and 10 and diploma for Grade 12 as prescribed in D.O. 31, s. 2019 **re The Department of Education Service Marks and Visual Identity Manual**. *(See Attachment B)*





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3. In compliance with the current health and safety protocol, all school diploma due for signing by the Schools Division Superintendent should be deposited to the school's assigned boxes near the entrance door of the division office.
4. Lastly, this office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol in the compliance of this instruction. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

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To be indicated in the Perpetual Index
Under the following subjects:

FORMS

SGOD/KBA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republika ng Pilipinas

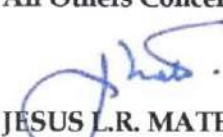
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0476

FOR : Minister, Basic, Higher and Technical Education, BARMM
All Regional Directors
All Schools Division Superintendents
Regional Planning Officers
Division Planning Officers
All Others Concerned

FROM : 
JESUS L.R. MATEO
Undersecretary for Planning and Human Resource and
Organizational Development

SUBJECT : SPECIFIC INSTRUCTIONS ON THE RECENT POLICY
ISSUANCES FOR SCHOOL YEAR 2020-2021

DATE : 09 June 2021

In support of the full implementation of the Basic Education-Learning Continuity Plan (BE-LCP), all concerned personnel shall be guided accordingly and observe the following adjustments due to recent policy issuances of the Department:

1. DepEd Order No. 18, s. 2021 (Interim Guidelines on Giving of Awards and Recognition in light of the Basic Education Learning Continuity Plan for School Year 2020-2021)
 - a. The tagging of honors during the updating of End of School Year (EOSY) status of the learner in the Learner Information System (LIS) shall be limited only to Grades 6 & 10 since the facility for Senior High School (Grade 12) is not yet available in the system. While for other grade levels, schools shall only be allowed to encode the general average of the learner.
 - b. Tagging of honors is optional for Private Schools.
 - c. The system-generated SF5 or Report on Promotion shall only reflect the honors given for Grades 6, 10, & 12.

2. DepEd Memorandum No. 14, s. 2021 (Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the SY 2020-2021)

For the Division Checking Committee (DCC):

- a. The **conduct of the review and checking of school forms by the DCC is temporarily suspended for SY 2020-2021**. However, the DCC shall continuously provide technical assistance to schools through information dissemination-related activities, reiterate instructions regarding the interim guidelines set in DM 14, s. 2021, and emphasize the roles and functions of the School Checking Committee (SCC) as stipulated in DepEd Order No. 11, s. 2018.
- b. The DCC shall consolidate the SFCR1 submitted by the schools and prepare the District/Cluster Summary and Division Summary using the SFCR 2 & 3, respectively. Please refer to Section V Paragraph C.2 of DepEd Order 11, s. 2018 for further instruction.

For the School Checking Committee (SCC):

- a. The School Head as the Chair of the SCC has the discretion to reconstitute the members of the committee, except for the LIS Coordinator as one of the two co-chairs.
- b. Prior to the actual checking of school forms, the SCC shall conduct a review or a reorientation on the guidelines stipulated in DepEd Order No. 11, s. 2018.
- c. The SCC shall be responsible for checking the school records, make necessary adjustments, and affix their signatures in the School Form 5 (Report on Promotion).
- d. After checking the school forms, the SCC shall submit to the DCC Chair copies of the following school forms **on or before July 30, 2021**:
 1. SF 4 for the month of June 2021
 2. SF 5 Report on Promotion
 3. SF 6 Summary Report on Promotion
 4. SFCR 1

3. Reiteration of DepEd Order No. 54, s. 2016 (Guidelines on the Request and Transfer of Learner's School Records)

- a. The LIS transfer notification shall serve as the notice of request for the transfer of document/s from the originating school to the receiving school. It replaces the traditional practice of printing the request form.
- b. After thirty (30) days, despite persistent follow-ups made to the originating school, all pending requests for action on the transfer of documents shall be consolidated and submitted to the School Governance and Operations Division (SGOD) for technical assistance.

4. **DepEd Order No. 14, s. 2016: Reiteration of the System Instruction in Updating the EOSY Status of Learner Profiles in the LIS**

- a. The class adviser shall update the status of the transfer of learner from one school to another. This instruction applies to both public and private schools.
- b. The Division Planning Officer as the Division System Administrator shall prepare the consolidated list of schools that continuously ignore the transfer request in the LIS, which shall be submitted to the office of the School Division Superintendent (SDS) thru the SGOD Chief for appropriate action.

5. Tagging of **Learner with Disabilities (LWDs)** and recipients of **School-Based Feeding Program (SBFP)** shall also be available in the LIS for End Of School Year 2020-2021.

6. The LIS EoS Y Updating facility will be available on the following schedules:

	Timeline
a. Public Schools	July 05, 2021
b. Private Schools & SUC/LUC	

For further clarification or feedback, please contact the **Planning Service** through email at ps.od@deped.gov.ph or ps.emisd@deped.gov.ph.



Kindergarten and Grade 6 Certificates of Completion

 <p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHUYON XXX <i>Division Office</i></p> <p>SANGAY NG XXXXXXXX <i>Division Office of XXXXXXXX</i></p> <p>PUSON NG XXXXXXXX <i>District Office of XXXXXXXX</i></p> <p>XXXXXX ELEMENTARY SCHOOL</p> <p>Pinatuturingan nito na si _____ <i>This certifies that</i></p> <p>JUAN A. DELA CRUZ</p> <p>Teacher Reference Number (TRN): XXXXXXXXXXXXXXXXX</p> <p>ay kaniya ayon sa mga kinakailangan sa Kurikulum ng Elementaryang na itinakda ng Kagawaran ng Edukasyon, kopya pinaglalabanan ayon nilang _____ <i>has satisfactorily completed the requirements of the Elementary Curriculum as prescribed by the Department of Education and is hereby awarded this</i></p> <p>KATUNAYAN CERTIFICATE</p> <p>Nilagdam sa XXXXXXXX, Pilipinas noong _____ ng _____, 2019. <i>Signed in XXXXXXXX, Philippines on the _____ day of _____, 2019.</i></p>	 <p>Republika ng Pilipinas <i>Republic of the Philippines</i> Kagawaran ng Edukasyon <i>Department of Education</i></p> <p>REHUYON XXX <i>Division Office</i></p> <p>SANGAY NG XXXXXXXX <i>Division Office of XXXXXXXX</i></p> <p>PUSON NG XXXXXXXX <i>District Office of XXXXXXXX</i></p> <p>XXXXXX ELEMENTARY SCHOOL</p> <p>Pinatuturingan nito na si _____ <i>This certifies that</i></p> <p>JUAN A. DELA CRUZ</p> <p>Teacher Reference Number (TRN): XXXXXXXXXXXXXXXXX</p> <p>ayon sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda ng Kagawaran ng Edukasyon, kopya pinaglalabanan ayon nilang _____ <i>has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed by the Department of Education and is hereby awarded this</i></p> <p>KATUNAYAN CERTIFICATE</p> <p>Nilagdam sa XXXXXXXX, Pilipinas noong _____ ng _____, 2019. <i>Signed in XXXXXXXX, Philippines on the _____ day of _____, 2019.</i></p>
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Reference: Enclosure Nos. 1 and 2 to
DepEd Order No. 2, s. 2019

Attachment B.3

Senior High School Diploma

			
Republika ng Pilipinas <i>Republic of the Philippines</i>			
Raghabutanan ng Edukasyon <i>Department of Education</i>			
RESYON XXX			
SANAGAY NG XXXXXXXXX <i>Division Office of Education</i>			
XXXXXX HIGH SCHOOL			
Pantutunayang ito ay isang <i>This certifies that</i>			
JUAN A. DELA CRUZ			
Lamanar, Reference Number (LRN): XXXXXXXXX			
ay kaniyang silangang nakakompleto sa mga kinakailangan sa pangkatapusan ng Senior High School <i>has satisfactorily completed the requirements for graduation in Senior High School</i>			
TRACK <input type="checkbox"/> STEM <input type="checkbox"/> <input type="checkbox"/> AB <input type="checkbox"/> MA-ED <input type="checkbox"/> HEALTH <input type="checkbox"/> TECHNICAL <input type="checkbox"/>			
na rinakda para sa Matatag na Pagaralan ng Kagawaran ng Edukasyon, kanya pinagkalooban siya nilang <i>presented for awarding diploma of the Department of Education and is therefore authorized to</i>			
KATIBAYAN			
DIPLOMA			
Nilagham sa XXXXXXXX, Pilipinas nitong ika-____ ng _____ 2019. <i>Signed in XXXXXXXX, Philippines on the ____ day of _____ 2019.</i>			
XXXXXXXXXXXX Punongagente Principal		XXXXXXXXXXXX Pangunahang na Tagapamantala ng mga Pagaralan School Division Superintendent	

Reference: Enclosure No. 4 to
DepEd Order No. 2, s. 2019