



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

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**Office of the Schools Division Superintendent**

**May 18, 2022**

DIVISION MEMORANDUM  
No. 206, s. 2022

**CHECKING OF SCHOOL FORMS FOR SY 2021-2022**

To: **Assistant Schools Division Superintendent**  
**SGOD/CID Chiefs**  
**Planning Officer III**  
**Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. Pursuant to DepEd Memorandum No. 37, s. 2022 re: **Resumption on the Implementation on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparations and Checking of School Forms)**, the field is hereby instructed to plan and undertake the necessary preparations needed for the checking of school forms.
2. Moreover, the field is further informed of the other details relative to the checking of school forms. **Please see Enclosure 1**
3. This Office adheres to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





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4. Immediate and wide dissemination of this memorandum is desired.

**OLGA C. ALONSABE, PhD., CESO V**  
Schools Division Superintendent

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

MEETINGS  
SCHOOLS





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ENCLOSURE 1. OTHER DETAILS ON THE CHECKING OF SCHOOL FORMS  
FOR SY 2021-2022

Table 1. Timeline

Activities	In-Charge	Dates
School Level Checking of Forms (All Levels)	Advisers and School Checking Committee	June 6-10, 2022
Division Level Checking of Schools Forms for priority Grade Levels (Kinder, Grades 6, 10 and 12)	Division Checking Committee	June 13-24, 2022

Table 2. Checking of School Forms for Priority Grade Levels (CID)

Name of School	Combine Enrollment of Priority Grade Level (Kinder, G1 & G6/G7 & G10 & G11 & G12) & Percentage of classes to be check (BOSY as of 11.01.2021)	No of Classes to be checked per priority grade level	In-Charge
AMOROS ES	293 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 3	Manuel A. Janubas
BOLISONG ES	111 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Genevieve E. Lusterio
COGON ES	219 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 3	Genevieve E. Lusterio
COGON NHS	689 (20%)	Grade 7- 1 Grade 10- 4 Grade 11- 1 Grade 12- 6	Roque R. Sabasaje
EL SALVADOR CITY CS	612 (20%)	Kinder- 1 Grade 1- 1	Marie Jade A. Cacayan





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		Grade 6- 6	
EL SALVAVDOR CITY NHS	552 (20%)	Grade 7- 1 Grade 10- 4	Lorna H. Estrosas
HIMAYA ES	108 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Margie R. Valmoria
HIMAYA NHS	160 (50%)	Grade 7- 1 Grade 10- 1	Anabelle M. Mamaclay
HINIGDAAN ES	132 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Lina C. Bejiga
HINIGDAAN NHS	242 (50%)	Grade 7- 1 Grade 10- 2 Grade 11- 1 Grade 12- 2	Lina C. Bejiga
KALABAYLABAY IS	153 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Aster M. Gallega
KIBONBON ES	91 (100%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Aster M. Gallega
MOLUGAN CS	586 (20%)	Kinder- 1 Grade 1- 1 Grade 6- 5	Lina C. Bejiga
MOLUGAN NHS	1234 (5%)	Grade 7- 1 Grade 10- 7 Grade 11- 1 Grade 12- 8	Marie Jade A. Cacayan
PSB ES	214 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Margie R. Valmoria
SAMBULAWAN ES	112 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Lorna H. Estrosas
SAMBULAWAN NHS	79 (100%)	Grade 7- 1 Grade 10- 1	Lorna H. Estrosas







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SAN FRANCISCO DE ASIS ES	96 (100%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Anabelle Mamaclay	M.
SAN FRANCISCO DE ASIS NHS	136 (50%)	Grade 7- 1 Grade 10- 1 Grade 11- 1 Grade 12- 1	Anabelle Mamaclay	M.
SINALOC ES	228 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 2	Manuel Janubas	A.
SINALOC NHS	146 (50%)	Grade 7- 1 Grade 10- 1 Grade 11- 1	Manuel Janubas	A.
TAYTAY ES	249 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 2	Margie Valmoria	R.
ULALIMAN ES	130 (50%)	Kinder- 1 Grade - 2	Roque Sabasaje	R.

**Note: With exemption to Grades 6, 10 & 12, the number of classes to be checked for Kinder, Grades 1 and 7 were already computed and predetermined as reflected in column 3 of Table 4.**

Table 3. Checking of School Forms for Priority Grade Level (SGOD)

Personnel	Assigned Schools
Kevin B. Asequia	Molugan NHS, Amoros ES, Cogon ES, Taytay ES, Ulaliman ES, Bolisong ES
Nilo L. Lomongo	El Salvador City NHS, Himaya ES, Himaya NHS, Sinaloc ES
Maricris P. Quismundo	Hinigdaan ES, Hinigdaan NHS, Kalabalabay IS
Jurica Ethel Estrada	El Salvador City Central School, Kibonbon ES, Pedro Sa. Baculio ES
Merogim Mugot	Molugan Central School, Sambulawan ES, Sinaloc NHS
Karen Rose A. Serrania	Sambulawan NHS, San Francisco de Asis ES, San Francisco de Asis NHS
Rolly B. Labis	Cogon NHS





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Table 4. Documents to be submitted by the schools to SGOD and CID

SGOD	<ul style="list-style-type: none"><li>• SF 1 for each of the class</li><li>• SF 2 (April &amp; May)</li><li>• SF 4 (for the whole school)</li><li>• SF 5 for each of the class</li><li>• SF 6 for each of the class</li></ul>
CID	<ul style="list-style-type: none"><li>• SF 1 for each of the class</li><li>• SF 5 for each of the class</li><li>• SF 9 for each of the class</li><li>• SF 10 for each of the class (with supporting documents attached) See Table 4, page 9 of D.O 11 s. 2018</li><li>• Kindergarten Completion Certificate (All Classes)</li><li>• Certificate of Completion for Grade 6 &amp; 10 (All Classes)</li><li>• Diploma for Grade 12 (All Classes)</li></ul>

Table 4. Post Checking Reports

Report	In-Charge	Remarks
SFCR1	Chairman of School Checking Committee	Email/Forward to the Division Planning Officer
SFCR2	Chairman of Division Checking Committee	Email/forward to Division Planning Officer

