



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

Office of the Schools Division Superintendent

May 8, 2022

DIVISION MEMORANDUM
No. 237, s. 2022

**ADDENDUM TO DIVISION MEMORANDUM NO. 206 S. 2022 RE:
CHECKING OF SCHOOL FORMS FOR SY 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. The field is hereby informed of the additional information relative to the preparations and checking of school forms.
 - 1.1. Annex 1. **Composition of the Division Checking Committee and School Form 9 Progress Report Card**
 - 1.2. Annex 1a. **Sample SFCR1**
 - 1.3. Annex 1b. **Sample SFCR2**
2. Further, the office hereby reiterates the following specific guidelines and/or provision related to the subject above.
 - 2.1. For SF-9, ***“Indicate at the bottom of each column the learning modality being adopted in each quarter. (Ref: DM 014 s., 2021, Interim Guidelines on the Preparation, Submission, and Checking of School Forms for SY 2020-2021). Please see Table 2 of Attachment 1. Sample of Report on Learning Progress and Achievement with Learning Modality***
 - 2.2. ***The Final Grade in each learning area and the General Average are reported as whole number. (Ref: Deped Order 8 s. 2015, Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program)***





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2.3. ***“In the Conferment of Academic Excellence Awards , the announcement of the names of the awardees in each category (i.e., With Honors, With High Honors, With Highest Honors) shall be done in alphabetical order to observe fair, impartial, and non-hierarchical manner of presenting the awardees” (Ref: DM 014 s., 2021, Interim Guidelines on the Preparation, Submission, and Checking of School Forms for SY 2020-2021)***

2.4. Academic Excellence Award (D.O. 18 s., 2021)

Academic Excellence Award	General Average	Weighted
1. With Highest Honors/ <i>May Pinakamataas na Karangalan</i>	98-100	
2. With High Honors/ <i>May Mataas na Karangalan</i>	95-97	
3. With Honors/ <i>May Karangalan</i>	90-94	

2.5. Technical Specifications of Medals (D.O. 18 s., 2021)

Award		
a. Academic Award Excellence	Gold	Medal with DepEd seal (consistent with the guidelines set in DepEd Order No. 31 s. 2019, The Department of Education Service Marks and Visual Identity Manual) Diameter Size: 6cm, Weight: 30g, Ribbon width: 1 inch, Ribbon color: depending on region
b. With High Honor	Silver	
c. With Highest Honor	Bronze	

2.6. Indicative Program of Activities (D.O 18 s., 2021)

The following is the indicative program of activities which may be revised or adapted by the schools:

- A. National Anthem
- B. Opening Prayer
- C. Regional Hymn, Division Hymn, School Hymn
- D. Welcome Remarks
- E. Inspirational Message
- F. Presentation of the School Officials, Teachers, Guests, Parents, and Awardees
- G. Conferment of Awards
- H. Message from the Representative of the Awardees
- I. Closing Remarks





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- 2.7. **The character traits and core values portions of SF9 are not required to be accomplished** (Ref: DM 014 s., 2021, Interim Guidelines on the Preparation, Submission, and Checking of School Forms for SY 2020-2021)
- 2.8. In the SF-9 and SF-10, **“Passed”** should be used for learning areas and **“Promoted”** shall be used for the general average description.
- 2.9. **Number of School Days Per Month**, please refer to Deped Order No. 29 s., 2021
3. The Schools are directed to coordinate with their Technical Assistance Provider (TAP) for other possible schedule/arrangement in the checking of their schools forms not mentioned or identified in this memo. Moreover, school forms due for checking by SGOD is to be submitted in the office on the timeframe specified in D.M 206 s. ,2022
4. Lastly, observance of the health and safety protocol is still strongly encouraged during the conduct of the activity.
5. 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.
6. 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:

FORMS
SCHOOLS



