



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

June 16, 2023

DIVISION MEMORANDUM
No. 275, s. 2023

**RIETARATION TO THE ADHERENCE OF ISSUED DEPED ORDERS RELATIVE
TO THE END OF THE SCHOOL YEAR PREPARATIONS AND CHECKING OF
SCHOOL FORMS AND AWARDS**

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

1. Pursuant to **Deped Order No. 11 s. 2018 re: Guidelines on the Preparations and Checking of School Forms**, the field is hereby informed to start the preparations of the End-of-the-School Year requirement related to the preparation and checking of school forms and awards.

2. Timeline of Activities

Activities	Date	Reference/Remarks
1. Fourth Quarter Examination (Final Examinations for Grades 6 and 12)	June 22-23, 2023	D.O No. 34 s. 2023
2. Preparation and Checking of School Forms for Kinder, Grades 6, 10 and 12	June 26-28, 2023	D.O No. 11 s. 2018 /Schools to submit the SFCR 1 to the Division Planning Officer via drive link, https://tinyurl.com/mspusym8
3. Fourth Quarter Examination (Final Examinations for Grades 1-5 & 7-11)	June 29-30, 2023	D.O No. 34 s. 2023





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

4. Preparation and Checking of School Forms for Grades 1-5 and 7-11	July 3-5, 2023	D.O No. 11 s. 2018 /Schools to submit the SFCR 1 to the Division Planning Officer via drive link, https://tinyurl.com/mspusym8
5. Submission and Checking of Certificate/Diploma for Kinder, Grades 6, 10 & 12	July 3-7, 2023	Schools will submit the certificates and diploma to TAP, then TAP will: a. Check and countersign the certificates. (D.O No. 31 s. 2019); b. Endorse the certificates to SDS Office for signature. c. Retrieve the certificate and return it to the school
6. Division Level Checking of Forms	July 5-7, 2023	D.O No. 11 s. 2023 /Education Program Supervisors to submit SFCR2 to planning unit after checking via drive link, https://tinyurl.com/mspusym8
7. End of the Academic Year	July 7, 2023	D.O. No. 34 s. 2022
8. Conduct of EOSY Rites	July 10-14, 2023	D.O No. 34 s. 2022

3. Checking of School Forms per priority grade level per school (D.O No. 11 s. 2018)

Name of School	Combine Enrollment of Priority Grade Level (Kinder, G1 & G6/G7 & G10 & G11 & G12) & Percentage of Classes to be check per BOSY Enrollment	No. of classes to be checked per priority grade level	Other Classes	In -Charge
AMOROS ES	224 (50%)	Kinder- 2 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	ROQUE R. SABASAJE
BOLISONG ES	89 (100%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	LINA C. BEJIGA





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

COGON ES	216 (50%)	Kinder- 2 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	GENEVIEVE E. LUSTERIO
COGON NHS	729 (20%)	Grade 7- 2 Grade 10- 2 Grade 11- 2 Grade 12- 2	Grade 8-1 Grade 9-1	GENEVIEVE E. LUSTERIO
EL SALVADOR CITY CS	600 (20%)	Kinder- 2 Grade 1- 2 Grade 6- 2	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	MARIEL B. UBAUB
EL SALVADOR CITY NHS	644 (20%)	Grade 7- 1 Grade 10- 1 Grade 11- 2 Grade 12- 2	Grade 8-1 Grade 9-1	MARGIE R. VALMORIA
HIMAYA ES	134 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	ANABELLE M. MAMACLAY
HIMAYA NHS	153 (50%)	Grade 7- 1 Grade 10- 1 Grade 11- 1 Grade 12- 1	Grade 8-1 Grade 9-1	ANABELLE M. MAMACLAY
HINIGDAAN ES	107 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	LORNA H. ESTROSAS
HINIGDAAN NHS	338 (30%)	Grade 7- 1 Grade 10- 1 Grade 11- 1 Grade 12- 1	Grade 8-1 Grade 9-1	LORNA H. ESTROSAS
KALABAYLABAY IS	140 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1 Grade 7-1 Grade 8-1 Grade 9-1	LINA C. BEJIGA
KIBONBON ES	94 (100%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	MARIE JADE A. CACAYAN





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

MOLUGAN CS	537 (20%)	Kinder- 2 Grade 1- 2 Grade 6- 2	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	ANABELLE M. MAMACLAY
MOLUGAN NHS	1257 (5)	Grade 7- 1 Grade 10- 1 Grade 11- 3 Grade 12- 3	Grade 8-1 Grade 9-1	JOHN FRANKLIN DRESSER
PSB ES	183 (50%)	Kinder- 2 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	MARGIE R. VALMORIA
SAMBULAWAN ES	115 (50%)	Kinder- 2 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	JOHN FRANKLIN DRESSER
SAMBULAWAN NHS	124 (50%)	Grade 7- 1 Grade 10- 1 Grade 11- 1	Grade 8-1 Grade 9-1	ROQUE R. SABASAJE
SAN FRANCISCO DE ASIS ES	96 (100%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	LINA C. BEJIGA
SAN FRANCISCO DE ASIS NHS	169 (50%)	Grade 7- 1 Grade 10- 1 Grade 11- 1 Grade 12- 1	Grade 8-1 Grade 9-1	LINA C. BEJIGA
SINALOC ES	242 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 2	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	MARIE JADE A. CACAYAN
SINALOC NHS	188 (50%)	Grade 7- 1 Grade 10- 1 Grade 11- 1 Grade 12- 1	Grade 8-1 Grade 9-1	MARIE JADE A. CACAYAN
TAYTAY ES	212 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 1	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	LORNA H. ESTROSAS
ULALIMAN ES	131 (50%)	Kinder- 1 Grade 1- 1 Grade 6- 2	Grade 2-1 Grade 3-1 Grade 4-1 Grade 5-1	JOHN FRANKLIN DRESSER





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

4. **School Forms to be submitted by the schools to the CID for checking.**

- 4.1. School Form 1 for each of the identified class per grade level
- 4.2. School Form 5 for each of the identified class per grade level
- 4.3. School Form 9 for each of the identified class per grade level
- 4.4. School Form 10 for each of the identified class per grade level

5. **Total Number of School Days for SY 2022-2023** and the breakdown per month is stipulated in DepEd Order No. 34 s. 2022

6. **Composition of the Division Checking Committee**

Chairman	Ninian A. Alcasid, PhD- CES (CID)
Vice-Chairman	Rolly B. Labis, EdD-CES (SGOD)
Members	Education Program Supervisors (CID)
	Education Program Supervisor (SGOD)
	Planning Officer III
	SEPS, SMME

7. **Other information.**

7.1. ***“In the Conferment of Academic Excellence Awards, the announcement of names of 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.”*** (Reference: DM 014 s. 2021, *Interim Guidelines on the Preparation, Submission, and Checking of School Forms for SY 2020-2021*).

7.2. **Academic Excellence Award and Technical Specifications of Medals**, please refer to DepEd Order 18 s. 2021 and **Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program**, please refer to DepEd Order No. 36 s. 2016.

7.3. In the SF-9 and SF-10, **“Passed”** should be used for learning areas and **“Promoted”** shall be used for the general average description.

7.4. The schools are advised to closely coordinate with their assigned Technical Assistance Provider for the smooth conduct of the checking of school forms, signing of diploma/certificates and other related end-of-the-school year requirements.



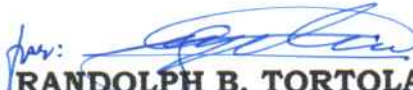





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

7.5. Schools are strictly required to submit in Portable Document File (PDF) the SF 1, 5 and 10 of their learners who are members of the Graduating Classes (Grade 6 and 12) to the records sections via drive link, <https://tinyurl.com/2r9zaruk>

8. 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.

9. Immediate and wide dissemination of the memorandum is desired.

For: 
RANDOLPH B. TORTOLA 
Schools Division Superintendent
 

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

SCHOOL

