



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

June 13, 2023

SCHOOLS DIVISION MEMORANDUM

No. 254,

s. 2023

GUIDELINES AND SCHEDULE OF CHECKING OF SCHOOL FORMS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public and Private Elementary and Secondary Schoolheads/Administrators
All Others Concerned

1. This Office informs all concerned of the Checking of School Forms (SFs) on June 28 to 30 and July 3 to 4, 2023 for Kindergarten, Grades 6, 10, and 12, and July 17 to 21 for Grades 1 to 5, 7 to 9, and 11.
2. For the smooth facilitation of the checking of school forms for the School Year 2022-2023, the following are provided:
 - a. All concerned must refer to DepEd Order No. 11, s. 2018 titled *Guidelines on the Preparation and Checking of School Forms*.
 - b. In SF9 (Formerly Form 138), learners' names should be written the way it was generated in SF5. The name of learners will be printed in this order: last name, first name, extension name (if any), and middle initial/ name.
 - c. In the Certificate of Completion and Graduation/ Diploma, learners' names shall be written in this order: first name, middle initial, last name, and extension name (if any). Parchment Paper shall be used in printing the said documents. Please refer to DepEd Order No. 031, s. 2018 titled *The Department of Education Service Marks and Visual Identity Manual*, Enclosure 1, pages 44-46 for the sample.
 - d. For uniformity and systematic filing of documents, the use of color-coded envelopes for the school forms shall be observed.
 - e. All schools shall submit one duly signed original copy of the SF4, SF5, and SF6 one day after the checking of forms.
 - f. The Division Checking Committee (DCC) is advised to submit the School Forms Checking Report (SFCR3) with the official report of findings and recommendations to the office of the Schools Division Superintendent after the activity. Simple food or refreshments served during the checking of forms by the DCC may be charged against school Maintenance and



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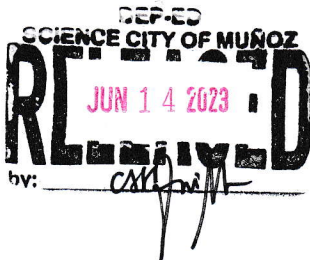


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Other Operating Expenses (MOOE) or school canteen funds, subject to the usual government accounting and auditing rules and regulations. Under no circumstances shall the checking of forms place an undue financial burden on the teachers or learners, and no contribution in any form shall be collected from them.

3. Enclosed to this Memorandum are the following:
 - a. Enclosure No. 1 Division Checking Committee and School Forms to be Checked
 - b. Enclosure No. 2 Schedule and Venue of Checking of School Forms
 - c. Enclosure No. 3 Color Coding of Envelopes for the School Forms
4. Immediate and wide dissemination of this Memorandum is earnestly desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



AGM/CID/CHECKING OF SFs
011/June 09, 2023



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Enclosure No. 1 to Schools Division Memorandum No. 254 s. 2023

DIVISION CHECKING COMMITTEE (DCC) AND SCHOOL FORMS TO BE CHECKED

Chair : Larry B. Espiritu PhD
Cochair : Bernardo A. Gargabite EdD

School Forms	In-Charge
SF1 (School Register)	Mercedita D. Saldero Novalyn C. Rodolfo EdD
SF2 (Daily Attendance Report of Learners)	Augusto A. Mateo Cyril S. Talusan
SF4 (Monthly Learner's Movement and Attendance)	Marlon V. Siminig Joel G. Dizon
SF5 (Report on Promotion and Level of Proficiency)	Winnie W. Poli Angelica M. Burayag PhD
SF6 (Summarized Report on Promotion and Level of Proficiency)	Melody E. Galingan Rosan E. Ariston
SF9 (Progress Report Card)	Nelie D. Sacman PhD Zoraida F. Espino PhD
SF10 (Learner's Permanent Academic Record)	Rodolfo A. Dizon PhD Aileen G. Mactal
SFCR1 (School Forms Checking Report) and SFCR3 (Consolidated Division School Forms Checking Report)	Mary Queen P. Orpilla PhD Lamberto P. Corpuz





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Enclosure No. 2 to Schools Division Memorandum No. 254, s. 2023

SCHEDULE AND VENUE OF CHECKING OF SCHOOL FORMS

Kindergarten, Grades 6, 10, and 12

Date	Cluster	Venue
June 28, 2023	North	Muñoz North Central School
June 29, 2023	East	Bantug Elementary School
June 30, 2023	West	Muñoz Central School
July 03, 2023	South	Maligaya Elementary School
July 04, 2023	Secondary and Private Schools	Muñoz National High School Main-Junior High School

Grades 1 to 5, 7 to 9, and 11

Date	Cluster	Venue
July 17, 2023	North	Muñoz North Central School
July 18, 2023	East	Bantug Elementary School
July 19, 2023	West	Muñoz Central School
July 20, 2023	South	Maligaya Elementary School
July 21, 2023	Secondary and Private Schools	Muñoz National High School Main-Junior High School





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Enclosure No. 3 to Schools Division Memorandum No. 204, s. 2023

COLOR CODING OF ENVELOPES FOR THE SCHOOL FORMS

Level	Color	Level	Color
Kindergarten	White	Grade 7	Black
Grade 1	Violet	Grade 8	Green
Grade 2	Yellow	Grade 9	Light Blue
Grade 3	Orange	Grade 10	Red Orange
Grade 4	Pink	Grade 11	Yellow Green
Grade 5	Brown	Grade 12	Red
Grade 6	Blue		



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