



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

10 March 2026

SCHOOLS DIVISION MEMORANDUM

No. 103,

s. 2026

CHECKING OF SCHOOL FORMS (SFs)

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

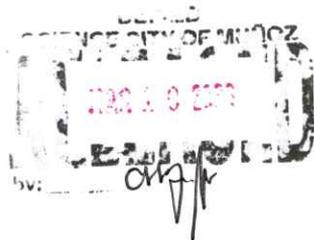
1. For the smooth facilitation of the checking of school forms for the School Year 2025-2026, this Office informs all concerned of the following provisions.
 - a. The guidelines set by the DepEd Order No. 006, s. 2025 titled Guidelines on the Streamlining of the School forms and Reports Accomplished by Teachers shall be followed.
 - b. DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms) will be the basis in the preparation and checking of school forms.
 - c. DepEd Order No.012 s. 2025 titled Multi-Year Implementing Guidelines on the School Calendar and Activities for the School Year 2025-2026 shall be observed in the following:
 - i. Number of Class Days per Month

Month	No. of Days
June	11
July	23
August	20
September	21
October	23
November	21
December	13
January	21
February	19
March	23
Total	195



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- ii. March 31, 2026 is the End of Academic Quarter 4 and School Year and the End of School Year (EOSY) Rites shall be conducted on either March 30 or 31, 2026.
 - d. In the SF 9 (Formerly Form 138), learners' names should be written the way it was generated in the SF5. The name of learners will be printed in this order: last name, first name, extension name (if any) and middle initial/ name.
 - e. 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. 2019 for this matter.
 - f. Fill out the School Forms Checking Report (SFCR1).
 - g. All schools shall submit one duly signed original copy of the SF5 and SF6 a day after the checking of forms.
2. There shall be an online orientation of public and private schoolheads on March 11, 2026 at 9:00 a.m. via MS Teams. The meeting link will be sent through a group chat a day before the orientation.
 3. Enclosed are the Schedules of Checking of School Forms for public and private schools, and School Forms to be Prepared and Checked by the Division Checking Committee.
 4. The schedule of Checking of School Forms for Grades 1-5, 7-9 and 11 will be announced through a separate Schools Division Memorandum.
 5. Immediate and wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None

Reference: None

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

CHECKING OF FORMS

CID/MQPO-Checking of Forms
012/March 10, 2026



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: munozscience.city@deped.gov.ph



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Enclosure No. 1 to Schools Division Memorandum No. 103, s. 2026

**SCHEDULE OF CHECKING OF SCHOOL FORMS FOR KINDER,
GRADES 6, 10, AND 12**

Date	Cluster	School	Checking Committee
March 23, 2026 (1:00- 5:00 pm)	1	1. Muñoz North Central School 2. Bical ES 3. San Felipe ES 4. Mapangpang ES 5. Villa Cuizon ES	Augusto A. Mateo Rosan A. Ariston
	2	1. Linglingay ES 2. Rang-ayan ES 3. Villa Isla ES 4. Mangandingay ES 5. Rizal ES	Novalyn C. Rodolfo PhD Alvin D. Tangonan
March 24, 2026 (8:00 am- 5:00 pm)	3	1. Bantug ES 2. Cabisuculan ES 3. Bagong Sikat ES 4. San Andres ES 5. Gov. ELJ ES	Zoraida F. Espino PhD Marlon V. Siminig
	4	1. DepEd-CLSU ES 2. Sapang Cauayan ES 3. Villa Nati ES 4. Villa Cuizon ES 5. Licaong ES	Aileen G. Mactal PhD Joel G. Dizon
	5	1. Palusapis ES 2. Ricardo Viola ES 3. Calisitan ES 4. Catalanacan ES 5. Calabalabaan ES	Melody E. Galingan Cyril S. Talusan
	6	1. Muñoz CS 2. Tekila Grace Alvarez PS 3. Naglabrahan ES 4. Franza ES 5. Pandalla ES	Rodolfo A. Dizon PhD Dra. Marrienne C. Coronel
March 25, 2026 (8:00 am- 5:00 pm)	7	1. Gabaldon IS 2. Magtanggol IS 3. Maragol IS	Mary Queen P. Orpilla PhD Jayson V. Flores
	8	1. San Antonio IS 2. Maligaya IS 3. Curva IS	Leilani D. Tidalgo EdD James Patrick S. Barias
	9	1. MNHS-Annex 2. Inday Melencio HS	Nelie D. Sacman PhD Lamberto P. Corpuz
	10	1. MNHS-Main-JHS 2. Science City of Muñoz SHS	Mercedita D. Saldero Winnie W. Poli



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Enclosure No. 2 to Schools Division Memorandum No. 163, s. 2026

**SCHEDULE OF CHECKING OF SCHOOL FORMS FOR KINDER, GRADES 6, 10,
12 (PRIVATE SCHOOLS)**

No.	Schools	Date	Venue
1.	ACLEAD College Inc.	March 23, 2026 (8:00 am to 12:00 nn)	Muñoz United Methodist Learning Center
2.	Muñoz United Methodist Learning Center		
3.	San Sebastian School		
4.	Guising Star Learning Center, Inc.		
5.	Helen Keller Montessori, Inc.		
6.	Kelston Montessori School		
7.	Little Lamb FLC in Muñoz Inc.		
8.	Maranatha Christian Academy of Muñoz, in Nueva Ecija Inc.		
9.	JDS Muñoz Montessori School		
10.	Brilliant Kids Montessori School		
11.	Accelerated Christian International School		
12.	Immanuel Integrated Christian School		



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Enclosure No. 3 to Schools Division Memorandum No. 03, s. 2026

SCHOOL FORMS TO BE PREPARED AND CHECKED BY THE COMMITTEE

School Forms	In-Charge
School Form 1 (School Register)	Mercedita D. Saldero Augusto A. Mateo
School Form 2 (Daily Attendance Report of Learners)	Mary Queen P. Orpilla
School Form 5 (Report on Promotion and Level of Proficiency)	Winnie W. Poli Nelie D. Sacman
School Form 6 (Summarized Report on Promotion and Level Proficiency)	Marlon V. Siminig
School Form 9 (Progress Report Card)	Aileen G. Mactal
School Form 10 (Permanent Record)	Zoraida F. Espino Melody E. Galingan
School Forms Checking Report (SFCR1) and Consolidated Division School Forms Checking Report (SFCR3)	Rodolfo A. Dizon Novalyn C. Rodolfo
Certificate of Graduation/Diploma for Grades 6 and 12 Certificate of Completion for Kindergarten and Grade 10	Marlon V. Siminig Leilani D. Tidalgo



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Enclosure No. 4 to Schools Division Memorandum No. 113, s. 2026

SCHOOL SIZE SAMPLING GUIDE

Size of School* <i>Based on combined enrollment in the priority levels</i>	Priority Grade Levels		Other Grade Levels <i>Minimum No. of Classes</i>
	<i>Percentage</i>	<i>Estimated Minimum No. of Classes</i>	
Very Small (99 and below)	100%	All	2
Small (100 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1,000 and above)	5%	8	5



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Enclosure No. 5 to Schools Division Memorandum No. 103, s. 2026

**ORIENTATION ON THE CHECKING OF SCHOOL FORMS
via MS TEAMS at 9:00 a.m.**

PROGRAM

Part	In-Charge
Nationalistic Song	AVP
Prayer	AVP
DepEd Quality Policy Statement	
Roll Call of Participants	NELIE D. SACMAN PhD EPS-Science
Message	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
Statement of Purpose	LARRY B. ESPIRITU PhD CID Chief ES
Orientation Proper	Engr. MARLON V. SIMINIG Planning Officer III
Presentation of Division Checking Committee and Accomplishing SFCR 1, SFCR 2, and SFCR 3	MERCEDITA D. SALDERO EPS-EsP
Open Forum	WINNIE W. POLI EPS-SGOD
MELODY E. GALINGAN Master of Ceremony	



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Enclosure No. 6 to Schools Division Memorandum No. 103, s. 2026

PROGRAM MANAGEMENT TEAM (PMT)

Consultants	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent RONILO E. HILARIO, CESO VI Assistant Schools Division Superintendent
Chairs	LARRY B. ESPIRITU PhD CIC Chief ES BERNARDO A. GARGABITE EdD SGOD Chief ES
Cochairpersons	MERCEDITA D. SALDERO RODOLFO A. DIZON PhD ZORAIDA F. ESPINO PhD AILEEN G. MACTAL PhD AUGUSTO A. MATEO MARY QUEEN P. ORPILLA PhD WINNIE W. POLI NOVALYN C. RODOLFO EdD NELIE D. SACMAN PhD LEILANI D. TIDALGO EdD MARLON V. SININIG
Members	JAMES PATRICK S. BARIAS JOEL G. DIZON CYRIL S. TALUSAN LAMBERTO P. CORPUZ



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Enclosure No. 7 to Schools Division Memorandum No. 103, s. 2026

TECHNICAL WORKING GROUP (TWG)

Chairs	Eng. MARLON V. SIMINIG MERCEDITA D. SALDERO
Cochairpersons	RODOLFO A. DIZON PhD ZORAIDA F. ESPINO PhD AILEEN G. MACTAL PhD AUGUSTO A. MATEO MARY QUEEN P. ORPILLA PhD WINNIE W. POLI NOVALYN C. RODOLFO EdD NELIE D. SACMAN PhD LEILANI D. TIDALGO EdD
Members -Certificates	JAMES PATRICK S. BARIAS
Program and Slide Decks and Activity Completion Report (ACR)	MARY QUEEN P. ORPILLA PhD LAMBERTO P. CORPUZ
-Audio-Visual Presentation	JOEL G. DIZON EDGARDO G. SAN ANDRES