



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

May 12, 2022

**DIVISION MEMORANDUM**

No. 263, s. 2022

**CHECKING OF SCHOOL FORMS (SFs)**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors  
 Planning Officer  
 SEPS- HRD  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. For the smooth facilitation of the checking of school forms for the School Year 2021-2022, this Office informs all concerned of the following provisions.
  - a. The guidelines set by the DepEd Memorandum No. 037, s. 2022 entitled Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in 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.
  - b. The Regional Memorandum No. 061, s. 2022 entitled Suggested Adjusted School Calendar of Activities for the School Year 2021-2022 Relative to Suspension of Classes in the Observance of Academic Ease shall be followed with the following adjustments:
    - i. Number of Class days per Month

Month	No. of Days
September	16
October	26
November	23
December	15
January	13
February	20
March	27
April	21
May	14
June	26
July	7
Total	208



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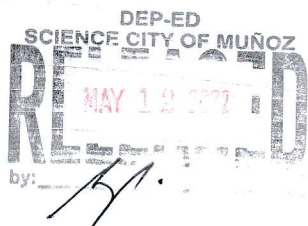
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- ii. July 08, 2022 is the End of Academic Quarter 4 and School Year and July 11-16, 2022 is the schedule of the End of School Year Rites for public schools.
- c. In the SF 9 (Formerly Form 138), learners' names should be written the way it was generated 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.
- d. In the Certificate of Completion and Graduation/ Diploma, learners' name 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.
- e. Public schools have the following schedule:
- |                       |   |
|-----------------------|---|
| June 20-24, 2022      | School Level Checking of School Forms<br>Kindergarten- Grade 12                 |
| June 27-July 06, 2022 | Division Level Checking of School Forms<br>Kindergarten, Grades 6, 10, and 12   |
| July 18-29, 2022      | Division Level Checking of School Forms<br>Grades 1-5, Grades 7-9, and Grade 11 |
- f. For private schools, the venue is the SDO Conference Hall.
- g. All schools shall submit one duly signed original copy of the SF4, SF5, and SF6 one day after the checking of forms.
2. Enclosed are the Schedules of Checking of School Forms for public and private schools, School Forms to be Prepared and Checked by the Division Checking Committee, and the Sample Certificates.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. \_\_, s. 2022

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

June 27- July 06, 2022

Date	Grade Level	Cluster	Time	School
June 27, 2022	6	North	1:00-5:00 pm	North CS, Bical ES, San Felipe ES, Linglingay ES, Mapangpang ES
June 28, 2022	6	North	8:00am-12:00 noon	Mangandingay ES, Villa Isla ES, Gabaldon IS- Elem, Rang-ayan ES
	6	East	1:00pm-5:00pm	DepEd- CLSU Elem. (Lab.) School, Bantug ES, Licaong ES, Cabisuculan ES, Rizal ES
June 29, 2022	6	East	8:00am-12:00 noon	Bagong Sikat ES, Franza ES, Magtanggol IS, San Andres ES
	6	South	1:00pm-5:00pm	Maligaya ES, Curva ES, Ricardo V. Adriano ES, Palusapis IS-Elem, Calisitan ES
June 30, 2022	6	South	8:00am-12:00 noon	Calabalabaan ES, Pandalla ES, San Antonio IS- Elem
	6	West	1:00pm-5:00pm	Muñoz CS, Catalanacan ES, Balante ES, Maragol IS-Elem
July 01, 2022	6	South	8:00am-12:00 noon	Villa Santos, Villa Cuizon, Villa Nati ES, Sapang Cawayan ES
July 04, 2022	10	Secondary	8:00am-12:00 noon	MNHS Main (JHS), MNHS Annex, Maragol IS, Magtanggol IS
July 05, 2022	10	Secondary	1:00pm-5:00pm	San Antonio IS, Palusapis IS, Gabaldon IS
July 06, 2022	12	Secondary	8:00am-12:00 noon	MNHS Main (SHS), MNHS Annex, Palusapis IS, San Antonio IS

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Enclosure No. 2 to Division Memorandum No. \_\_, s. 2022

**SCHEDULE OF CHECKING OF SCHOOL FORMS FOR KINDERGARTEN,  
GRADES 1 TO 5, 7-9 AND 11 (PUBLIC SCHOOLS)**

July 18-28, 2022

Date	Cluster	Time	School	Venue
July 18, 2022	North	1:00-5:00 pm	North CS, Bical ES, San Felipe ES, Linglingay ES, Mapangpang ES	Muñoz North CS
July 19, 2022	North	8:00am-12:00 noon	Mangandingay ES, Villa Isla ES, Gabaldon IS-Elem, Rang-ayan ES	
July 20, 2022	East	8:00am-12:00 noon	DepEd- CLSU Elem. (Lab.) School, Bantug ES, Licaong ES, Cabisuculan ES, Rizal ES	DepEd- CLSU Elem. (Lab.) School
July 21, 2022	East	8:00am-12:00 noon	Bagong Sikat ES, Franza ES, Magtanggol IS, San Andres ES	
July 22, 2022	South	8:00am-12:00 noon	Maligaya ES, Curva ES, Ricardo V. Adriano ES, Palusapis IS-Elem, Calisitan ES	Maligaya ES
July 23, 2022	South	8:00am-12:00 noon	Calabalabaan ES, Pandalla ES, San Antonio IS- Elem	
July 24, 2022	West	8:00am-12:00 noon	Muñoz CS, Catalanacan ES, Balante ES, Maragol IS-Elem	Muñoz CS,
July 25, 2022	West	1:00-5:00 pm	Villa Santos, Villa Cuizon, Villa Nati ES, Sapang Cawayan ES	
July 26, 2022	Secondary	8:00am-12:00 noon	MNHS Main (JHS), MNHS Annex, Maragol IS, Magtanggol IS	MNHS Main (JHS)
July 27, 2022	Secondary	8:00am-12:00 noon	San Antonio IS, Palusapis IS, Gabaldon IS	
July 28, 2022	Secondary	8:00am-12:00 noon	MNHS Main (SHS), MNHS Annex, Palusapis IS, San Antonio IS	

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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Division Memorandum No. \_\_, s. 2022

**SCHEDULE OF CHECKING OF SCHOOL FORMS (PRIVATE SCHOOLS)**

No.	Schools	Date	Venue
1.	Guiding Star Learning Center	May 16, 2022	SDO Conference Hall
2.	Hellen Keller Montessori School	1:00pm	
3.	JDS Montessori School	onwards	
4.	Kelston Montessori School	May 17, 2022	
5.	Little Lamb FLC in Muñoz	8:30am-	
6.	Maranatha Christian Academy of Muñoz, in Nueva Ecija Inc.	12:00nn	
7.	ACIS	May 17, 2022	
8.	ACLEAD	1:00pm-	
9.	Brilliant Kids Montessori School	4:30pm	
10.	MUMLC	May 18, 2022	
11.	Science City Montessori School	8:30am-12:00	
12.	San Sebastian School	noon	
13.	Immanuel Integrated Christian School		



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 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 4 to Division Memorandum No. \_\_, s. 2022

**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)	Cyril S. Talusan
School Form 4 (Monthly Learners Movement and Attendance)	
School Form 5 (Report on Promotion and Level of Proficiency)	Winnie W. Poli Mary Queen P. Orpilla
School Form 6 (Summarized Report on Promotion and Level of Proficiency)	Marlon V. Siminig
School Form 9 (Progress Report Card)	Rodolfo A. Dizon Nelie D. Sacman
School Form 10 (Permanent Record)	Zoraida F. Espino Melody E. Galingan
School Forms Checking Report (SFCR1) and Consolidated Division School Forms Checking Report (SFCR3)	Aileen G. Mactal
Certificate of Graduation/ Diploma for Grades 6 and 12 Certificate of Completion for Kindergarten and Grade 10	Marlon V. Siminig

**DIVISION CHECKING COMMITTEE**

Chairman            LARRY B. ESPIRITU, PhD  
 Chief ES- CID

Vice Chairman    BERNARDO A. GARGABITE, EdD  
 Chief ES- SGOD

Members            ALL EPSs  
 Planning Officer III  
 SEPS- HRD

Enclosure No. 5 to Division Memorandum No. \_\_, s. 2022



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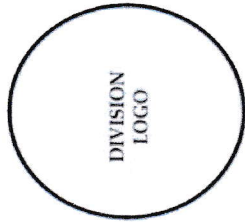
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REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 5 to Division Memorandum No. \_\_, s. 2022

**SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE**

Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*



REHIYON XXX  
REGION XXX

SANGAY NG XXXXXXXXX  
DIVISION OF XXXXXXXXX

PUROK NG XXXXXXXX  
DISTRICT OF

**XXXXXXXX ELEMENTARY SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda  
*has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa XXXXXXXXX, Pilipinas nitong ika-\_\_\_ ng Abril 2019.  
*Signed in XXXXXXXX, Philippines on the \_\_\_<sup>th</sup> day of April 2019.*

XXXXXXXXXXXX  
Punongguro  
*Principal*

XXXXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*



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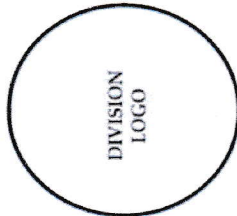




Republic of the Philippines  
Department of Education

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas  
*Republic of the Philippines*  
Kagawaran ng Edukasyon  
*Department of Education*

REHIYON XXX  
REGION XXX  
SANGAY NG XXXXXXXXX  
DIVISION OF XXXXXXXXX  
PUROK NG XXXXXXXX  
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda  
*has satisfactorily completed the requirements of the Elementary Curriculum as prescribed*  
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*by the Department of Education and is therefore awarded this*

**KATUNAYAN  
CERTIFICATE**

Nilagdaan sa XXXXXXXX, Pilipinas nitong ika-\_\_\_ ng Abril 2019.  
*Signed in XXXXXXXX, Philippines on the \_\_\_th day of April 2019.*

XXXXXXXXXXXX  
Punongguro  
*Principal*

XXXXXXXXXXXX  
Pansangay na Tagapamanihala ng mga Paaralan  
*Schools Division Superintendent*



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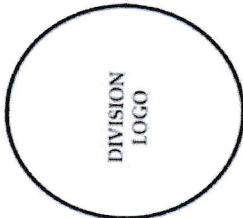
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**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

**SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION**



Republika ng Pilipinas  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*

**REHIYON XXX**  
 REGION XXX  
**SANGAY NG XXXXXXXXX**  
 DIVISION OF XXXXXXXXX



**XXXXXXXX HIGH SCHOOL**

Pinatutunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa  
*has satisfactorily completed the requirements of the Junior High School Curriculum prescribed for*  
 Mataas na Paaralan ng Edukasyon, kaya pinagkalooban siya nitong  
*Secondary Schools of the Department of Education and is therefore awarded this*

**KATUNAYAN**  
**CERTIFICATE**

Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_\_ ng Abril 2019.  
*Signed in Xxxxxxxx, Philippines on the \_\_\_th day of April 2019.*

XXXXXXXXXX  
 Punongguro  
 Principal

XXXXXXXXXX  
 Pansangay na Tagapamamahala ng mga Paaralan  
 Schools Division Superintendent



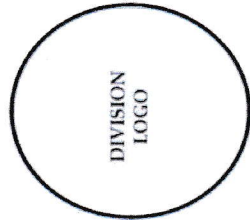
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**SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA**



Republika ng Pilipinas  
*Republic of the Philippines*  
**Kagawaran ng Edukasyon**  
*Department of Education*

**REHIYON XXX**  
 REGION XXX  
**SANGAY NG XXXXXXXXX**  
 DIVISION OF XXXXXXXX

**XXXXXX HIGH SCHOOL**

Pinatunayan nito na si  
*This certifies that*

**JUAN A. DELA CRUZ**

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School  
*has satisfactorily completed the requirements for graduation in Senior High School*

**TRACK**  
 \_\_\_\_\_  
**STRAND**  
 \_\_\_\_\_

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong  
*prescribed for Secondary Schools of the Department of Education and is therefore awarded this*

**KATIBAYAN**  
**DIPLOMA**

Nilagdaan sa Xxxxxxxx, Pilipinas nitong ika-\_\_\_\_ ng Abril 2019.  
*Signed in Xxxxxxxx, Philippines on the \_\_\_\_ day of April 2019.*

XXXXXXXXXXXX  
 Punongguro  
 Principal

XXXXXXXXXXXX  
 Pansangay na Tagapamanihala ng mga Paaralan  
 Schools Division Superintendent

