



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

February 25, 2026

DIVISION MEMORANDUM
 NO. 021, s. 2026

END-OF-SCHOOL-YEAR PREPARATION AND CHECKING OF FORMS

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public & Private Elementary, Secondary, & Integrated School Heads
 All Others Concerned

1. In accordance with DepEd Memorandum No. 37, s. 2022, titled "**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)**," this Office emphasizes the need for all schools to comply with the established guidelines and ensure that school forms are prepared accurately, consistently, and completely.

2. The activities considered critical for preparing and checking school forms at the end of every school year are to be undertaken to ensure the quality and consistency of learner information. Hence, all schools shall follow the steps outlined in DO 11, s. 2018. They may also organize sub-committees composed of class advisers and other subject teachers, if there are three or more sections in each grade level, to facilitate the smooth conduct of the activity. Meanwhile, Public Schools District Supervisors, as Vice-Chairpersons, and the Members of the Division Checking Committee (DCC) shall provide technical assistance to all schools within their jurisdiction without duplicating the checking activity at the school level.

3. The following are the dates/schedule and focus of the checking activities:

Date	Activity and Level/s	Focus
March 9-13, 2026	<ul style="list-style-type: none"> School Level Checking for Kindergarten, Grades 6,10, & 12 	<ul style="list-style-type: none"> Accuracy of the learner profiles and enrolment eligibility using reliable references
March 25-27, 2026	<ul style="list-style-type: none"> Division Level Checking for Kindergarten, Grades 6,10, & 12 	
May 4-8, 2026	<ul style="list-style-type: none"> School Level Checking for Grades 1-5, Grades 7-9, & Grade 11 	



May 11-15, 2026	<ul style="list-style-type: none"> Division Level Checking for Grades 1-5, Grades 7-9, & Grade 11 	
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4. Below is the number of class days per month stipulated in DepEd Order No. 12, s. 2025:

Month	No. of Class Days
June	11
July	23
August	20
September	22
October	23
November	21
December	14
January	21
February	19
March	23
TOTAL	197

5. Attached is the composition of the Division Checking Committee.
6. The School Checking Committee (SCC) and the Division Checking Committee (DCC) shall accomplish the essential reports and submit the required number of copies to the Office of the OIC-Schools Division Superintendent – Attention: Chief Education Supervisor – CID as well as one duly signed original copy of the SF4, SF5, and SF6 not later than five (5) working days after the checking conducted by the DCC.
7. Immediate and wide dissemination of the contents of this Memorandum is desired.


LYNN G. MENDOZA, EdD
 OIC-Schools Division Superintendent

Encl: As stated
 References: DepEd Memorandum No. 37, s. 2022
 DepEd Order Nos. 11, s. 2018; and 9, s. 2024

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

BASIC EDUCATION	LEARNERS
DATA	POLICY
FORMS	SCHOOLS

CID/JMC/DM-Checking of School Forms/February 25, 2026

DIVISION CHECKING COMMITTEE (DCC)

DCC Position	Name	Station	Designation
Chairperson	Mr. John M. Chavez	CID	CES
Vice-Chairpersons	Mrs. Maita M. Lazares	SGOD	CES
	Mrs. Aurea L. Mazo	CID - Boac North	PSDS
	Mrs. Myra R. Labay	CID - Boac South	PSDS
	Mrs. Maridell G. Lincallo	CID - Buenavista	PSDS
	Mr. Warlito P. Constantino	CID - Mogpog	PSDS
	Dr. Jay P. Pena	CID - Santa Cruz East	PSDS
	Dr. María Lourdes P. Ricohermoso	CID - Santa Cruz North	PSDS
	Mrs. Constanca R. Vasco	CID - Santa Cruz South	PSDS
	Dr. Dingson A. De Sena	CID - Torrijos	PSDS
	Dr. Joven M. Mogol	CID - Torrijos	PSDS
Members	Dr. Ma. Shiela S. Saet	CID	EPS
	Mrs. Florie M. Regencia	CID	EPS
	Mrs. Jelly L. Sore	CID	EPS
	Dr. Jennifer E. Monte	CID	EPS
	Mrs. Annabelle M. Marmol	CID	EPS
	Mr. Romualdo O. Magculang	CID	EPS
	Dr. Nestor T. Rualo	CID	EPS
	Dr. Mariam B. Rivamonte	CID	EPS
	Mr. Freddie M. Malabayabas	CID	EPS
	Dr. Ma. Corazon A. Borja	CID	EPS
	Mrs. Bernadith R. Lacerna	SGOD	SEPS, PR
	Mrs. Marisol O. Luarca	SGOD	Planning Officer
School Personnel deputized by CID and SGOD to be identified by the Chair and Vice-Chair as representatives to cover all schools in the Division			