



Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
 Division of Marinduque  
**RECORDS SECTION  
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 Name: 102488  
 Signature: [Signature]  
**MAR 28 2025**

**Office of the Schools Division Superintendent**

March 27, 2025

**DIVISION MEMORANDUM**  
 NO. 044, s. 2025

**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 School Heads  
 All Others Concerned

- 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.
- The activities considered critical in 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 the class advisers and other subject teachers if there are three or more sections in each grade level for ease and smooth conduct of the activity. Meanwhile, Public Schools District Supervisors, being the Vice-Chairpersons and with the Members of the Division Checking Committee (DCC), shall provide technical assistance to all schools within his/her jurisdiction without duplicating the checking activity at the school level.
- The following are the dates/schedule and focus of the checking activities:

Date	Activity and Level/s	Focus
April 7, 2025	<ul style="list-style-type: none"> <li>School Checking for Moving Up/ Graduating Levels (Kindergarten, Grades 6,10, &amp; 12)</li> <li>Deliberation of Awards and Recognition (DO 9, s. 2024 &amp; DO 36, s. 2016)</li> <li>Announcement of Awardees (Learners who will receive awards and</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy of the learner profiles and enrolment eligibility using reliable references</li> <li>Adherence to Awards and Recognition guidelines</li> <li>Awards and Certificates of</li> </ul>



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	recognition and learners who are candidates for graduation per DO 9, s. 2024)	learners consistent with SF1
April 8, 2025	<ul style="list-style-type: none"> <li>Division Checking for Moving Up/ Graduating Levels (Kindergarten, Grades 6, 10, &amp; 12)</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy and consistency of learner information across all reports and against relevant reference documents</li> <li>Adherence to Awards and Recognition guidelines</li> </ul>
April 10, 2025	<ul style="list-style-type: none"> <li>School Checking for Grades 1-5, Grades 7-9, &amp; Grade 11</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy of the learner profiles and enrolment eligibility using reliable references</li> <li>Awards and Certificates of learners consistent with SF1</li> </ul>
April 11, 2025	<ul style="list-style-type: none"> <li>Division Checking for Grades 1-5, Grades 7-9, &amp; Grade 11</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy and consistency of learner information across all reports and against relevant reference documents</li> <li>Adherence to Awards and Recognition guidelines</li> </ul>

4. Below is the number of class days per month stipulated in DepEd Order No. 9, s. 2024:

Month	No. of Class Days
July	3
August	20
September	21
October	23
November	20
December	15
January	21
February	20
March	21
April	9
<b>TOTAL</b>	<b>173</b>

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 required report and submit the essential 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. 36, s. 2016; 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/March 27, 2025

**DIVISION CHECKING COMMITTEE (DCC)**

<b>DCC Position</b>	<b>Name</b>	<b>Station</b>	<b>Designation</b>
Chairperson	Mr. John M. Chavez	CID	CES
Vice-Chairpersons	Mrs. Ma. Cecilia S. Manay	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
	Dr. Elvin C Perlas	CID - Gasan	PSDS
	Mr. Warlito P. Constantino	CID - Mogpog	PSDS
	Dr. Jay P. Pena	CID - Santa Cruz East	PSDS
	Dr. Maria 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
Mrs. Florie M. Regencia		CID	EPS
Mrs. Jelly L. Sore		CID	EPS
Dr. Jennifer E. Monte		CID	EPS
Mr. Rolito M. Dela Cruz		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
Mrs. Bernadith R. Lacerna		SGOD	SEPS, PR
Mrs. Marisol O. Luarca		SGOD	Planning Officer
School Personnel deputized by CID as representative to cover all schools in the Division			