



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

April 11, 2025

DIVISION MEMORANDUM

No. 164, s. 2025

**SCHOOL AND DIVISION CHECKING OF FORMS IN THE PRIVATE
ELEMENTARY AND SECONDARY SCHOOLS**

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public School District Supervisors
Heads of Private Elementary and Secondary Schools
All others concerned

1. In accordance with DepEd Memorandum No. 37, s. 2022, titled "Resumption of Implementation of the Policy of Checking of Forms as Prescribed in DepEd Order No. 11, s. 2018," Guidelines on the Preparations and Checking of School Forms", and in line with the preparation and accomplishment of school forms for the End of School Year 2024-2025, this Office announces the conduct of the following activities:
 - **School Level Checking of School Forms** in all KINDERGARTEN, ELEMENTARY, JUNIOR and SENIOR HIGH SCHOOL private schools immediately after the last day of their school days as indicated in their respective school calendar
 - **Division Level Checking of School Forms** the activities will take place on **April 22, 2025, at DTC SDO Dagupan City**, involving the Division Checking Committee as outlined in DepEd Order No. 11, series of 2018, along with the designated focus areas for each team. (See Enclosure 1)
2. It is reiterated that all procedures and guidelines as well as the required School Forms to be checked on the day of checking stipulated in the DepEd



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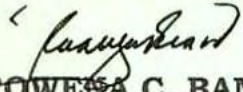



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Order No. 11, s. 2018 entitled "Guidelines on the Preparation and Checking of School Forms" shall be strictly followed.

3. School Heads are tasked to fully manage, coordinate, and oversee the conduct of school level checking of forms. Also, they are instructed to designate School Checking Committee (SCC) vice chairs and members to facilitate the necessary preparations and to set the school level checking of forms.
4. Immediate and widest dissemination of this Memorandum is desired.


ROWENA C. BANZON, CESO V
Schools Division Superintendent




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Enclosure 1:

I. Composition of Division Checking Committee (DepEd Order No. 11, s. 2018)

- Chairperson : Maria Linda R. Ventenilla
Chief - CID
- Vice Chair : Edilberto R. Abalos
Chief - SGOD
- Secretariat : Joann L. Jimenez
Planning Officer III
- Members : (together with the area of focus)

GROUP 1
PERPETUA V. BARONGAN
LIEZL S. CANCINO
ISAGANI D. ROSARIO
<ul style="list-style-type: none">• St. Michael School-By the Sea• F. Q. Duque Med. Foundation Special Science HS• Mother Goose Special School System• Genesis School of Happy• Bonuan First Baptist LC

GROUP 2
JANE T. CAJAYON
RONNIE G. BONAO
VLADIMIR C. PARAYNO
<ul style="list-style-type: none">• Divine Word Academy of Dagupan• Lyceum-Northwestern University General HS• Wonderland School• Lite & Technical Educational• Clifford Interactive LS

GROUP 3
ISABELITA N. DAROYA
GEMMA M. ERFELO
ELVIRA N. VILLAMOR
<ul style="list-style-type: none">• Univ. of Pangasinan• Harvent School Foundation• St. Robert Bellarmine• PAMMA Learning Center• Oakridge IS

GROUP 4
LEONARDA J. MANANSALA
MA. SOCORRO G. DIMALANATA
HAYDEE C. MAIQUEZ
<ul style="list-style-type: none">• Lyceum-Northwestern University Creative Montessori Center• La Marea Academy, Inc.• St. John's Cathedral School• Graystone Institute of the Phils.• JCCMI Christian Academy



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GROUP 5
JAIME C. SIAPNO
CHERRY A. CAYABYAB
CHELSEA M. PARAS
<ul style="list-style-type: none"> • Dominican School • Living Lights Academy Foundation, Inc • Pangasinan Universal Institute • Colegio De Dagupan

GROUP 6
ROWENA O. LAPAAN
SHERYL S. VILLACORTA
GILLIANE JESSA S. CASACLANG
<ul style="list-style-type: none"> • Ednas School • University of Luzon • Kingfisher School • UMC Twinkle LC • Northfield Academy

GROUP 7
ALICIA B. QUIMBOY
LIBERTY G. ROXAS
BETHANY VENICE S. BAUTISTA
<ul style="list-style-type: none"> • Escuela De Nuestra Señora De La Salle • St. Albert The Great School • Prime Brilliant Minds Academy • YMCA Pangasinan

II. Need to check:

a. Moving Up/Graduates

Grade Level	Credentials	Consistency in SFs
Kindergarten	<ol style="list-style-type: none"> 1. Birth Certificate or its equivalent 2. LIS Generated SF1 3. LIS Generated SF5 4. SF4 5. SF10 6. Completion Certificate, Acceleration Certificate ECCD Checklist 	<p>The Omnibus Policy on Kindergarten (DO 47 s. 2017 should be strictly observed) which is</p> <ul style="list-style-type: none"> • The child should be 5 years old as of October 31, 2024 <p>LRN printed in Completion Certificate and ECCD Checklist should be consistent with LRN in SF1</p>
Grade 6		<p>The existing policies on promotion, retention and awarding of honors should be strictly observed</p> <p>LRN printed in the Completion Certificate SF5 and SF10 – ES should</p>



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Grade Level	Credentials	Consistency in SFs
Grade 10	Other supporting Documents Class Record/Summary of Grades Note: Information in the SF1 is consistent with what is written in the Birth Certificate	be consistent with the LRN in SF1 The existing policies on promotion, retention and awarding of honors should be strictly observed. LRN printed in the Completion Certificate SF5 and SF10 – JHS should be consistent with the LRN in SF1
Grade 12		The existing policies on promotion, retention and awarding of honors should be strictly observed. LRN printed in the Completion Certificate/Diploma, SF5A, SF5B and SF10-SHS should be consistent with the LRN in SF1.

- b. For entry Grade levels (Kinder, Grade 1, Grade 7) and learners who transferred in/moved in for other grade levels.

Grade Level	Supporting Documents
Kindergarten	Birth Certificate (5 years old as of October 31, 2024)
Grade 1	Birth Certificate, Completion Certificate & ECCD Checklist
Grade 7	Completion Certificate of SF10-ES
Grade 11	JHS Moving Up Certificate or SF10-JHS
Transferred in or Moved in to other Grade Levels	SF10, Birth Certificate
For DepEd Assessment Passers	PEPT/PVT Ratings or ALS A&E Certificate



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III. Kinder, Grade 1,6,7,10,11 and 12 shall be the priority grade levels for checking. Thus more sections in these grade levels shall be subjected to the checking of forms by school.

Below is the School Size Sample guide:

Size of School	Percentage	Estimated Maximum Number of Classes	Other Grade Levels Maximum of Number of Classes	Remarks
Very Small (99 % below)	100%	All	2	All classes of the priority Grade Levels
Small (100-299)	50%	4	2	<ul style="list-style-type: none"> • The minimum number of classes of the priority grade levels shall be determined through drawing of lots • For Grade Levels, the classes shall also determine through drawing of lots as proportioned • For Grade Levels with classes less that required minimum number of classes, all classes will undergo checking of forms
Medium (300-499)	30%	5	2	
Large (500-799)	20%	6	3	
Very Large (800-999)	10%	7	4	
Huge (1000 & above)	5%	8	5	
The Parameters used for this school classification is the combined enrolment of Kinder, Grade1 to 6 for Elem. For JHS, it is combined enrolment of Grade 7-10, For SHS it is combined enrolment of Grade 11&12				

IV. Signatories must be indicated on School Form 5 for the SY 2024-2025.

Prepared by	:	Class Adviser
Certified Correct & Submitted by	:	School Head
Reviewed by	:	1. } 2. } SCC Members 3. }
Generated thru LIS	:	LIS School Coordinator Planning Officer
Verified by	:	Public School District Supervisor
Noted by	:	MARIA LINDA R. VENTENILLA Chief - CID



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V. Schedule of Submission of School Form 5

School Form	Date of Submission	Submit to:
School Form 5 Elementary • Kindergarten to Grade 6 Junior High School • Grade 7-10 Senior High School • Grade 11-12 1 st & 2 nd sem	All forms must be duly signed to be submitted on or before April 31, 2025	Division Office c/o SGOD – Planning & Research Unit