



Republic of the Philippines  
**Department of Education**

REGION I  
 SCHOOLS DIVISION OF THE CITY OF BATAC

25 FEB 2026

DIVISION MEMORANDUM  
 No. 154 s. 2026

**GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Elementary and Secondary School Heads  
 (Public and Private Schools)  
 All Others Concerned

1. The Department of Education, through the Schools Division of the City of Batac, under the Curriculum Implementation Division, has issued the Guidelines and Policies for the Preparation and Checking of Forms for School Year 2025-2026. These guidelines, based on DepEd Orders and Memoranda aim to ensure success in the conduct of the Division and School Checking of Forms.

2. The School and Division Checking of Forms aim to ensure compliance and accuracy of the data provided in the school forms through systematic checking procedures.

Specifically, the activity aims to:

- a. determine the adherence to established guidelines and regulations, including the use of standardized formats and reporting requirements;
- b. identify any discrepancies or inconsistencies in the school forms and to take the necessary remedial measures to rectify the errors; and
- c. assess the efficiency and correctness of the data management procedures and systems used to maintain division and school forms, and to suggest changes.

3. Pursuant to the aforementioned aims, the Curriculum Implementation Division in coordination with the School Governance and Operations Division will conduct the Division Orientation on the Preparation and Checking of Forms on **Thursday, March 05, 2026, at 3:00 p.m.** at the SDO Conference Hall. This orientation aims to equip participants with the necessary knowledge and skills to accurately prepare and validate school forms.

4. The participants for the orientation include the Division Checking Committee, School Heads, and one designated teacher from each school. Their presence and active engagement are crucial to ensuring the accuracy, completeness, and integrity of school records.

5. The Checking of Forms shall be done on the following dates and venues specified below:

Date	Activity	Persons Involved	Venue
March 23, 2026	School Checking of School Forms	School Checking Committee	Respective Schools
March 24, 2026	Division Checking of School Forms	Division Checking Committee School Heads	SDO Conference Hall



Asuncion Street, 16-S Quiling Sur,  
 City of Batac, Ilocos Norte  
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DepEd Batac City



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www.csdbatac.com

		Teachers	
March 25, 2026	Distribution of Approved Diplomas/Certificates	CES School Heads Records Unit Personnel	Division Office
March 26, 2026	Continuation of the Distribution of Approved Diplomas/Certificates	CES School Heads Records Unit Personnel	Division Office Records Section

6. The following forms/documents shall be checked/validated during the scheduled activities:

Forms	Name of Forms
School Form 1	School Register
School Form 2	Daily Attendance of Learners
School Form 3	Book Issued and Returned
School Form 4	Summary Enrolment and Movement of Learners
School Form 5	Report on Promotion
School Form 6	Summary Report on Promotion
School Form 9	Learner Progress Report
School Form 10	Learner's Permanent Academic Record
Other documents	Diplomas/Certificates

The following documents will also be checked for entry grade levels:

Kindergarten	Birth Certificate ( 5 years old)
Grade 1	Completion Certificate (Kindergarten) ECCD Checklist
Grade 7	Completion Certificate (Elementary) or School Form 10- ES
Grade 11	Moving-Up Certificate (Junior) or School Form 10- ES
Transferred in to other grade levels	School Form 10 Birth Certificate
Accelerated Passers	Certificate of Rating

7. To ensure the accurate completion of DepEd forms of schools' learners and the proper selection of honor graduates, completers, and awardees, strict adherence to guidelines is imperative for both public and private institutions. These guidelines must be followed to uphold integrity and fairness in the recognition of academic achievements. Kindly download and print the DepEd Orders for your reference.

- DepEd Order No. 12, s. 2025 - Multi-Year Implementing Guidelines on the School Calendar and Activities for School Year 2025-2026
- DepEd Order No. 31, s. 2019 - The Department of Education Service Marks and Visual Identity Manual (Certificates/Diploma)
- DepEd Order No. 11, s. 2018 - Guidelines on the Preparation and Checking of School Forms
- DepEd Order No. 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition, Permanent Records such as SF Forms 1-10
- DepEd Order No. 36, s. 2016 - Policy Guidelines on Giving of Awards and Recognition for the K to 12 Basic Education Program
- DepEd Order No. 8, s. 2015 - Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program

8. Honesty and transparency shall be observed and extra care should be taken into account in accomplishing all forms as well as in determining honor graduates/awardees.

9. To ensure the quality and consistency of learner information and to facilitate timely, accurate, updated, useful and quality checking of forms, the Division Checking Committee (DCC) staff from the CID and SGOD shall spearhead the checking of school forms in the division level. Monitoring supervisors shall take charge of their monitoring schools.

10. In preparation for this activity, school heads are advised to conduct a school level checking of learners' records in their respective schools. Hence, school heads must ensure that the roles and functions of the School Checking Committee stipulated in DepEd Order No. 11, s. 2018 must be followed.

11. The deliberation of awards and recognition may be conducted not later than three (3) calendar days before the conduct of the EOSY rites by the School Awards Committee for the following: (a) learners who will receive recognition and awards; and (b) learners who are candidates for graduation. Schools shall be guided by the provisions of DO 36, s. 2016, Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.

12. If you have any queries regarding the preparation of school form, you may direct them to the CID staff through your respective school heads via the CID Group Chat. This streamlined communication ensures efficient resolution and clarity for all involved teachers.

13. Attached are copies of the Division Checking Committee, Group Assignment, Schedule of Division Checking of Forms by School, Total Number of School Days, Sample Report Card and sample templates for the certificates and diplomas. These documents serve as essential references to ensure accuracy and consistency in the checking process.

14. For easy access, the templates for the certificates/diplomas can be viewed and downloaded through the link: <https://tinyurl.com/2e68hdss>.

15. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated.

References: DepEd Order No. 12, s. 2025  
DepEd Order No. 31, s. 2019  
DepEd Order No. 11, s. 2018  
DepEd Order No. 58, s. 2017  
DepEd Order No. 36, s. 2016  
DepEd Order No. 8, s. 2015

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent

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

FORMS

LEARNERS

POLICY

SCHOOLS

TEACHERS

CID-AVJ/DM- Guidelines on the Preparation and Checking of School Forms  
6071/February 23, 2026

*Enclosure No. 1. Composition of Division Checking Committee*

**DIVISION CHECKING OF FORMS**

**MR. ANSELMO R. ALUDINO**  
Schools Division Superintendent

**ARNEL S. BANDIOLA. PhD**  
Assistant Schools Division Superintendent

**COMPOSITION OF DIVISION CHECKING COMMITTEE**  
(As per DepEd Order No. 11, s. 2018 - Guidelines on the Preparation and Checking of School Forms)

<b>Designation</b>	<b>Curriculum Implementation Division</b>	<b>Schools Governance and Operations Division</b>
Chairman	Marilou B. Sales, EdD Chief Education Supervisor Curriculum Implementation Division	
Vice-Chairman		Nemalyn M. Ulep, PhD Chief Education Supervisor School Governance and Operations Division
Members	Joycelyn P. Perdido, PhD EPS-English	Jocelyn L. Aribuabo, PhD Education Program Supervisor
	Marilou P. Omotoy, EdD EPS-Kindergarten and MTB-MLE	Engr. Edwin V. Tangonan Senior Education Program Specialist
	Zorayda S. Paguyo, EdD EPS - Filipino	Dolores A. Ubina Senior Education Program Specialist (School Management Monitoring and Evaluation)
	Jhon Rey D. Ortal, EdD EPS - Araling Panlipunan	Deejay R. Opelac Planning Officer III
	Gladys B. Lampitoc EPS-Science	Gilbert P. Isla Education Program Specialist II (Social Mobilization and Networking)
	Aubrhey Marie R. Oasay, PhD EPS - LRMS	Mark Loui P. Duldulao Education Program Specialist II (Human Resource Development)
	Eldefonso B. Natividad, Jr. PhD EPS - Mathematics	Ryan A. Gamet Project Development Officer II
	Allan B. Garcia EPS - TLE/EPP	Angelo M. Bancud Project Development Officer I (Youth Formation Division)
	Opresinia Z. Castillo EPS-MAPEH	
	Aileen V. Joaquin EPS - Edukasyon sa Pagpapakatao	
Geraldine O. Lao-at, PhD Public Schools District Supervisor		

Enclosure No. 2. Group Assignment

## GROUP ASSIGNMENT

CES In-Charge	MEMBERS		Group
	CID	SGOD	
Marilou B. Sales, EdD (Chairman)	Joycelyn P. Perdido, PhD Marilou P. Omotoy, EdD	Jocelyn L. Aribuabo, PhD Engr. Edwin V. Tangonan	1
	Zorayda S. Paguyo, EdD Allan B. Garcia	Deejay R. Opelac Angelo M. Bancud	2
	Aubrhey Marie R. Oasay, PhD Opresinia Z. Castillo	Ryan A. Gamet	3
Nemalyn M. Ulep (Vice-Chairman)	Eldefonso B. Natividad, Jr., PhD Jhon Rey D. Ortal, EdD	Dolores A. Ubina	4
	Aileen V. Joaquin Gladys B. Lampitoc Geraldine O. Lao-at	Mark Loui P. Duldulao Gilbert P. Isla, EdD	5

**SCHEDULE OF DIVISION CHECKING OF FORMS BY SCHOOL**

Group No.	Monitoring Supervisors	March 24, 2026	
		Morning Session	Afternoon Session
1	Joycelyn P. Perdido, PhD	Catalino Acosta Memorial Elementary School	Tabug Elementary School Living Rock Christian School of Excellence
	Marilou P. Omotoy, EdD	P. Q. Pimentel Elem. School Magnuang Elementary School	City of Batac National High School Poblacion
	Marilou B. Sales, EdD	Batac Institute	Alternative Learning System
2	Zorayda S. Paguyo, EdD	Rayuray Elementary School CBNHS Rayuray	Quiling Elem. School Nagbacalan Elementary School
	Allan B. Garcia	Baligat Elementary School Bil-loca Elementary School	Baoa Elementary School
3	Aubrhey Marie R. Oasay, PhD	Payao Elementary School Maipalig-Quiom Elementary School	CNBHS Payao
	Opresinia Z. Castillo	Camandingan Elementary School Baoa East Elementary School	B. Macadaeg Mem. Elem. School
4	Eldefonso B. Natividad, Jr. PhD	Gen. Artemio Ricarte Senior High School Ferdinand Edralin Marcos Senior High School	Hilario Valdez Memorial Elementary School
	Jhon Rey D. Ortal, EdD	Mariano Marcos Memorial Elementary School Colo-Mabaleng Elem. Sch.	Naguirangan-Capacuan Elem. School Immaculate Conception Academy
5	Aileen V. Joaquin	Parangopong Elem. School Cumcumraas-Manggaddi-Pitpitac Elem. School	Sumader Elem. School Batac Junior College
	Gladys B. Lampitoc	Baay Elementary School Dariwidiw Elementary School	Batac National High School Maranatha Christian Academy
	Geraldine O. Lao-at, PhD	San Mateo Elementary School Graceland Saviour's Institution	Crispina Marcos Valdez National High School Biningan Elem. School

Enclosure No. 4. Total Number of School Days for School Year 2025-2026

**Total Number of School Days for SY 2025-2026**

*As per DepEd Order No. 12, s, 2025*

*Multi-Year Implementing Guidelines on the School Calendar  
and Activities for School Year 2025-2026*

<b>Month</b>	<b>No. of Days</b>	<b>Month</b>	<b>No. of Days</b>
June	11	November	21
July	23	December	14
August	20	January	21
September	22	February	19
October	23	March	23
		<b>Total</b>	<b>197</b>

Enclosure No. 5. Sample Report Card

**SAMPLE REPORT CARD**  
(As per DepEd Order No. 8, s. 2015  
Policy Guidelines on Classroom Assessment for the  
K to 12 Basic Education Program)

Learning Areas	Quarter				Final Grade	Remarks
	1	2	3	4		
Filipino	80	89	86	84	85	Passed
English	89	90	92	87	90	Passed
Mathematics	82	85	83	83	83	Passed
Science	86	87	85	84	86	Passed
Araling Panlipunan (AP)	90	92	91	89	91	Passed
Edukasyon sa Pagpapakatao (EsP)	89	93	90	88	90	Passed
Edukasyong Pantahanan at Pangkabuhayan (EPP)	80	81	84	79	81	Passed
MAPEH	85	86	85	84	85	Passed
Music	85	86	85	83		
Arts	85	86	86	85		
PE	84	85	85	85		
Health	84	85	85	84		
	<b>General Average</b>				86 (86.38) <i>(initial)</i>	Promoted

## For Grades 11 and 12

The two quarters determine the Final Grades in a semester.

Subjects	Quarter		Second Semester
	3	4	
<b>Core Subjects</b>			
Reading and Writing Skills	80	83	82
Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik	86	85	86
Statistics and Probability	82	87	85
Physical Science	88	87	88
Physical Education and Health	90	88	89
<b>Applied and Specialized Subjects</b>			
Empowerment Technologies: ICT for Professional Tracks	80	83	82
Business Math	87	86	87
Organization and Management	85	81	83
Fundamentals of Accounting, Business and Management I	84	81	83
	<b>General Average for the Semester</b>		<b>85</b>