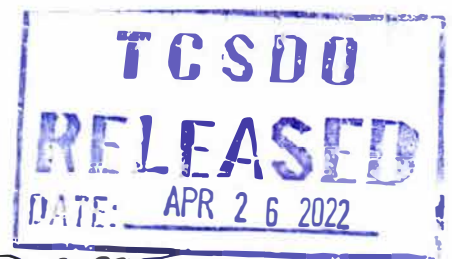




Republic of the Philippines  
**Department of Education**  
REGION III  
**TARLAC CITY SCHOOLS DIVISION**



2:07 PM

06604

April 25, 2022


**DIVISION MEMORANDUM**

No. 73, s. 2022

To : OIC – ASDS  
Division Chiefs  
Private Elementary and Secondary School Heads  
All Others Concerned

**CHECKING OF SCHOOL FORMS IN PRIVATE SCHOOLS FOR SY 2021-2022**

1. Pursuant to DepEd Memorandum No. 37, s. 2022, all PRIVATE SCHOOLS hereby informed on the resumption of implementation of the policy on checking of school forms as prescribed in DepEd Order No. 11, s. 2018. As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Department of Education is recommencing the onsite conduct of the annual checking of school forms for SY 2021-2022 with the participation of the Division Checking Committee (DCC).
2. Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools, the checking committees shall perform the physical checking of school forms with the presence of the class adviser and examine the document vis-à-vis the Learner Information System (LIS) data as appropriate.
3. The division checking of school forms shall be conducted in schools at least seven (7) working days before the last day of school. Since private schools opened on different dates and classes shall consequently end on various days, school administrators shall submit a letter of request for division checking three (3) working days before the actual conduct of the activity.
4. The following School Forms shall be presented for division checking:
  - a. SF5K (for Kindergarten)
  - b. SF5 (Report on Promotion)
  - c. SF6 (Summarized Report on Promotion and Level of Proficiency)
5. Checking of all the other School Forms shall be school-based, therefore the accountability on accuracy and veracity of documents shall rest on the schools.
6. At the end of the checking activity, the DCC shall ensure that the School Forms Checking Reports (SFCR) are properly prepared and submitted to the Office of the Schools Division Superintendent as per DO 11, s. 2018., Paragraph C.2.
7. Enclosure to this Division Memorandum is the composition of the Division Checking Committee.
8. Immediate and wide dissemination of this Memorandum is enjoined.

  
**MARIA CARMEN P. CUENCO EdD, CESO V**  
Schools Division Superintendent



Juan Luna St., Brgy. Sto. Cristo, Tarlac City 2300  
Email address: [tarlac.city@deped.gov.ph](mailto:tarlac.city@deped.gov.ph)  
Website: <http://depedtarlacity.com>  
Telephone Numbers: (045) 982 – 4514





Republic of the Philippines  
**Department of Education**  
REGION III  
**TARLAC CITY SCHOOLS DIVISION**

Enclosure to Division Memo No. 73 s. 2022

**CHECKING OF SCHOOL FORMS IN PRIVATE SCHOOLS FOR SY 2021-2022**

**Composition of the Division Checking Committee**

Chair:	Robert E. Osongco EdD.	CID-Chief
Vice Chairs:	Leonida C. Garcia Julius G. Gamis PhD Maria Flores I. Caparas Rene B. Miclat PhD Lutgarda M. Vitug Angelina S. Mallari Angelita P. Castro Renato T. Cabarios Christopher D. Esteban PhD Alvin T. Yalung PhD Emmanuel Victor F. Celis PhD	SGOD-Chief PSDS PSDS PSDS PSDS PSDS PSDS PSDS PSDS PSDS PSDS PSDS
Members:	Lily Beth B. Mallari Anita P. Domingo Rowena D. Tiamzon Carmela T. Perez Isagani H. Lopez Rosauro M. Perez EdD Rebecca K. Sotto Ferdinand B. Dela Rosa EdD Aiisa C. Corpuz PhD Reymar D. Paguio PhD Jesusa A. Novesteras EdD Charlotte M. Bungay	EPSvr LRMDS EPSvr ESP EPSvr Filipino EPSvr Kindergarten EPSvr TLE/TVL EPSvr MAPEH EPSvr AP EPSvr Mathematics EPSvr Science EPSvr English SEPS PRU Planning Officer III

(per DepEd Order no.11 s.2018)