



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

FEBRUARY 02, 2026

MEMORANDUM

No. 043, s, 2026

SCHEDULE OF DIVISION CHECKING OF FORMS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OIC
All Others Concerned

1. Relative to 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 directs the field to comply with the DepEd policy on the resumption of checking the prescribed school forms with the participation of the Division Checking Committee (DCC).

2. Particular attention is invited to paragraph 4 a, page 2, of the aforesaid DepEd Memorandum, relative to the preparation and submission of SFCR 1 and SFCR 2, to wit:

“The DCC is also instructed to include in their activity report the observed implementation of the following recently issued policies related to school report preparation and LIS updating.”

3. The School Head ensures that there is a School Checking Committee (SCC), composed of

- **Chair:** School Head
- **Vice Chair:**
 - Enrollment Count and Learner Profile: LIS / ICT Coordinator
 - Curriculum and Assessment: School Personnel
- **Members:** School Monitoring & Evaluation

4. To support this standard operating procedure, the following shall comprise the Division Checking Committee (DCC):

Chair: **Dr. Florante C. Marmeto**
Chief of Curriculum Implementation Division (CID)

Vice Chairs: **Ms. Ma. Regaele Olarte**
Chief of School Governance Operations Division (SGOD) &
Public Schools District Supervisor (PSDS) In-Charge



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Members: **Education Program Supervisors (EPS)**
Senior Education Program Specialist, Education Program Specialist, Planning Officer, Project Development Officer

5. The checking shall commence on **March 16 - 18, 2026**, for Kinder, Grade 6, Grade 10, and Grade 12. **March 23 - 25, 2026**, for Grade 1 to Grade 5, Grade 7 to Grade 9, and Grade 11.
6. In case of a conflict in schedule, the specific time frame and arrangements per day shall be communicated by the respective teams directly to the school head/principal concerned, who is the Chair of the School Checking Committee. Moreover, other teams/committees may assist or help other clusters due to time constraints.
7. Kindly take note that the chair and members of the school checking committee must be present during the checking of forms.
8. For strict compliance of all concerned.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In_Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: DepEd Memorandum No. 011, s. 2018
To be indicated in the Perpetual Index
under the following subjects:
SCHOOL FORMS
MTCD/Memo – Schedule of Division Checking of Forms as Prescribed in D.O. No. 11, s. 2018

(Guidelines on the Preparation and Checking of School Forms) _ February 10, 2025

043

NUM-2026-043



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SCHEDULE OF DIVISION CHECKING OF FORMS

- **March 16 - 18, 2026** for Kinder, Grade 6, Grade 10, and Grade 12
- **March 23 - 25, 2026**, for Grade 1 to Grade 5, Grade 7 to Grade 9, and Grade 11

School	CID Area of Focus (for checking and validation)	SGOD Area of Focus (for checking and validation)
	<ul style="list-style-type: none">• LIS Generated SF 5• SF 10 (Shared with the SGOD) including Affidavit of Undertaking• Certificate of Completion• SF 9• Class Record/Summary of Grades	<ul style="list-style-type: none">• LIS Generated SF1• SF4, SF2• NSO/PSA Birth Certificate/equivalent document• Other relevant documents• PEPT Results
Cluster 1	Ms. Evangeline M. Aman Mr. Edison C. Enerlas	Dr. Christian Paul A. Dela Vega
Cluster 2	Ms. Clarisa C. Avila Dr. Armida S. Oblinada	Mr. Eduardo L. Kondo
Cluster 3	Dr. Jaime G. Bautista Dr. Leonaida L. Gutierrez	Ms. Cecilia Teresa C. Claudel
Cluster 4	Dr. Ma. Theresa C. Dela Rosa Dr. Marissa M. Andanza	Mr. King Solidini J. Torres
Cluster 5	Dr. Meniano D. Eborá Dr. Carmen D. Solayao	Mr. Joseph D. Nilo
Cluster 6	Dr. Jhemson C. Elis Ms. Emalyn Ballonada	Ms. Chelo DG Rongavilla
Cluster 7	Dr. Eric F. Fungo Ms. Mariel Eugene Luna	Mr. Andres F. Sicam
Cluster 8	Dr. Yaledegler C. Maligaya Dr. Gina U. Urquia	Dr. Zoren Pepito L. Gubalane
Cluster 9	Dr. Myra E. Namit Dr. John Albert B. Colle	Ms. Phoebe A. Arroyo
Cluster 10	Dr. Ada Trinidad A. Tagle Dr. Lilibosa B. Palce	Ms. Ivy M. Romano
Honors & STAR Awardees	Ms. Emalyn Ballonada	Mr. Joseph D. Nilo



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Republic of the Philippines
Department of Education

22 APR 2022

DepEd MEMORANDUM
No. **037**, s. 2022

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)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In support to the implementation of Basic Education-Learning Continuity Plan (BE-LCP), the Department of Education (DepEd) issued the Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year (SY) 2020-2021 through DepEd Memorandum (DM) No. 014, s. 2021. The interim guidelines introduced the customized set of school forms that gather information relevant to the delivery of distance learning through various modalities at the school level. These interim guidelines suspended the conduct of physical checking of school forms and only allowed the virtual/online checking instead at the school level by the School Checking Committee (SCC) as a measure to protect the health and wellness of school personnel against COVID-19.

2. As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Department is resuming the onsite conduct of the annual checking of school forms for SY 2021-2022 with the participation of the Division Checking Committee (DCC). This is in pursuance to DepEd Order (DO) No. 11, s. 2018 titled Guidelines on the Preparation and Checking of School Forms particularly, Section V., Paragraph A1, B2, and C2.

3. Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools and offices, 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. Below are the allowed activities during checking depending on IATF assessment of alert levels.

Alert Level 1	Alert Level 2	Alert Level 3 and above
Onsite physical checking of school forms of SCC and DCC as prescribed in DO 11, s. 2018	Combination of onsite and online checking of school forms depending on the gravity of COVID-19 situation in the locality. DCC is required to	Online checking of school forms of SCC. DCC is not required to participate as stipulated in DM 014, s. 2021

	participate as prescribed in DO 11, s. 2018	
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4. At the end of the checking activity, the DCC shall ensure that the School Forms Checking Reports (SFCR1 and SFCR 2) are properly prepared and submitted to the Office of the Schools Division Superintendent as per DO 11, s. 2018, Section V., Paragraph C.2.

- a. The DCC is also instructed to include in their activity report the observed implementation of the following recently issued policies related to school report preparations and LIS updating:

Focus of Validation	Policy References
i. Kinder Age Cut-off (Public and Private Schools) All learners must be encoded in LIS especially Kindergarten (validate report that some schools are accepting under aged learner for kinder and deliberately hide in the system to avoid being detected)	<ul style="list-style-type: none"> • DO 020, s. 2018 - Amendment to DepEd Order No. 47, s. 2016 • DO 47, s. 2016 - Omnibus Policy on Kindergarten Education • DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency due to COVID-19
ii. Proper Preparation of SF10 such as but not limited to: No insertion of school logo (public school) In case of Transferred Out, transmission of original copy of SF10 with available grading boxes for continuous updating (except Grades 6 and 10 completers)	<ul style="list-style-type: none"> • DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records • DO 4, s. 2014 - Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2012-2014
iii. Transfer of Document within 30 days upon receipt of system notification of transfer through LIS Tracking System (remind school heads that the written request of transfer is no longer needed or required if LIS notification is available)	<ul style="list-style-type: none"> • DO 54, s. 2016 - Guidelines on the Transfer of Learners' School Records • DO 58, s. 2017 - Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Standardization of Permanent Records
iv. Update Learner's Status in LIS Tracking System through confirmation of request for transfer including learners with unsettled account from private school.	<ul style="list-style-type: none"> • DO 032, s. 2021 - Guidelines on Enrollment for School Year 2021-2022 in the Context of Continuing National Public Health Emergency Due to COVID-19

- b. Compliance Monitoring Report shall indicate the following information using the suggested format below.

Area of Validation	Observed Implementation	Recommendation/ Remark
(Sample data) Kinder Age Cut-off	(Sample data) Strictly observed in most schools	(Sample data) Need to extend continuous Technical Assistance

5. All applicable provisions on DM 014, s. 2021 titled **Interim Guidelines on the Preparation, Submission, and Checking of School Forms for the School Year 2020-2021** are extended for SY 2022-2023 with consideration to Paragraph 2.b. Checking of School Forms as elaborated in Paragraph 3 of this policy.
6. For any clarifications or inquiries, please contact the **Planning Service**, 2nd Floor, Teodora Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at ps.od@deped.gov.ph or at telephone number (02) 8687-2744.
7. Immediate dissemination of this Memorandum is desired.




LEONOR MAGTOLIS BRIONES
Secretary

References:

- DepEd Order: (Nos. 032, s. 2021; 020 and 11, s. 2018; 58, s. 2017; 54 and 47, s. 2016 and 4, s. 2014)
DepEd Memorandum (No. 014, s. 2021)

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

BASIC EDUCATION
DATA
FORMS
LEARNERS
REPORTS
SCHOOLS