



Republic of the Philippines
 Department of Education
 REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 287 s. 2024

TO : OIC-Assistant Schools Division Superintendent
 CID and OIC SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads (Public & Private schools)
 All Others Concerned

FROM : **MARGARITO A. CADAYONA JR., Ph.D., CESO VI**
 OIC-Schools Division Superintendent



SUBJECT : **ADDENDUM TO DIVISION MEMORANDUM NO. 283, S. 2024,
 RE: CONDUCT OF DIVISION-DISTRICT BASED CHECKING AND
 VALIDATION OF SCHOOL FORMS**

DATE : May 20, 2024

1. In reference to Division Memorandum No. 238, s. 2024, Re: Conduct of Division - District Based Checking and validation of School Forms, the additional information and instructions are hereby given:

1.1 The school forms and other pertinent documents to be checked and validated are as follows:

GRADE LEVEL	SCHOOL FORMS AND OTHER PERTINENT DOCUMENTS
Kindergarten	PSA issued Birth Certificate/other equivalent document
	School Form 1 – School Register – (LIS Generated)
	SF 9 – Kindergarten Progress Report
	SF 5K – Report on Promotion
	Kindergarten Completion Certificate
Grade 6	PSA issued Birth Certificate/ other equivalent document
	SF1 – School Register (LIS Generated)
	SF 5- Report on Promotion
	SF 6 – Summary Report on Promotion
	SF 9 – School Report Card
	SF 10 – Form 137
Grade 10	Diploma
	PSA issued Birth Certificate/ other equivalent document



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	SF1 – School Register (LIS Generated)
	SF 5- Report on Promotion
	SF 6 – Summary Report on Promotion
	SF 9 – School Report Card
	SF 10 – Form 137
	JHS Completion Certificate
Grade 12	PSA issued Birth Certificate/ other equivalent document
	SF1 – School Register (LIS Generated) To be validated by the Division Planning Officer
	SF 2 – Report on Attendance
	SF 5 A & 5B - Report on Promotion
	SF 6 – Summary Report on Promotion
	SF 7 – Inventory of School Personnel
	SF 9 – School Report Card
	SF 10 – Form 137
	Immersion Portfolio (Sample per Strand)
Diploma	

1.2 SF10 and SF9 (formerly Form 137 and 138, respectively) shall be manually updated and must be consistent with the SF 5 and other documents as stipulated on page 7, paragraph 2 of DepEd Order 11, s. 2018.

1.3 For Grade 10 and 12 Levels, the Student Evaluation Form shall be presented to further evaluate students' status.

1.4 SHS School Heads are required to submit to the Division Planning Officer (Attn: Ms. Ma. Marlie M. Mendoza) a certification of their offerings for validation against LIS. The validated certification will be part of the documents to be presented during the checking.

1.5 Guidelines on the preparation and checking of School Forms are based on DepEd Order 11, s, 2018, dated March 07, 2028. Any document that is not compliant with the format will not be recognized nor accepted.

2. Guidelines in Checking of Diploma and Certificates are the following:

- Original signature of SDS shall be used in diplomas and certificates with the initial of PSDS and EPS District Adopter.
- The documentary stamp and the school seal shall be placed on the left side of the certificate/diploma just above the name of the school head. Documentary stamps are not required for kindergarten certificates.
- All public schools are mandated to distribute the original diploma to the completers or graduating students during the **MOVING UP EXERCISES** for Kindergarten and Grade 10, and **GRADUATION CEREMONY** for Grade 6 and Grade 12.



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3. For uniformity, all public schools shall use Check the following:
 - a. SF 5- check the LRN against the certificates.
 - b. Name reflected in the diploma should be based on the PSA.
 - c. Region number in Roman Numeral.
 - d. Parchment paper is the suggested materials for printing.
 - e. There should be no stains on the certificates.
 - f. Simple boarder is recommended.
 - g. Only 2 logos are to be included. DepEd Logo (left); School logo (right)
 - h. There should be a comma after SDS' surname.
(e.g. CADAYONA JR., CESO VI)
 - i. Check if the letterhead states "Sangay ng Calbayog"
 - j. TIC, Caretaker, OIC with no designation cannot sign as "Punong guro"
 - k. The name in the certificate / diploma should state as First Name, Middle Initial, Surname.
 - l. For SHS, the track and strand will be reflected in the certificate based on the SF 5A and SF 5B.
4. Attached herewith is a copy of the diploma and certificate based on DepEd Order 2, s. 2019.
5. The **Date of Issuance** of Moving Up Certificates (Katunayan) and Diplomas shall be the **actual date of the conduct** of Moving Up Exercises / Graduation Ceremony. The EOSY Rites shall be conducted from May 29 to 31, 2024 as stated in bullet no. 2, paragraph 4 of **DepEd Order No. 003 s. 2024, "Amendment to DepEd Order No. 022, S. 2023"**.
6. Furthermore, the number of school days for the School Year 2023-2024 is 179 days.
7. All other provisions in the previously issued memorandum are still enforced and in effect.
8. Immediate dissemination of and compliance with this Memorandum is directed.



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Kagawaran ng Edukasyon

Department of Education

REHIYON VII – GITNANG VISAYAS

REGION VII – CENTRAL VISAYAS

SANGAY NG CEBU

DIVISION OF CEBU



PUROK NG CORDOVA

DISTRICT OF CORDOVA

CORDOVA NATIONAL HIGH SCHOOL

Pinatunayan nito na si

This certifies that

MAY ANN N. TAMPUS

Learner Reference Number (LRN) : 119625080020

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

**ACADEMIC TRACK
GENERAL ACADEMIC STRAND**

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Prescribed for Secondary Schools of the Department of Education and is therefore awarded this

**KATIBAYAN
DIPLOMA**

Nilagdaan sa Day-as, Cordova, Cebu, Pilipinas nitong ika-28 ng Mayo 2024.
Signed in Day-as, Cordova, Cebu, Philippines on the 28th day of May 2024.

FLORISA A. BUOT
Pinuno ng Paaralan
School Head

SENEN PRISCILO P. PAULIN, CESO V
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

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REHIYON VII – GITNANG VISAYAS
REGION VII – CENTRAL VISAYAS
SANGAY NG CEBU
DIVISION OF CEBU



PUROK NG CORDOVA
DISTRICT OF CORDOVA

CORDOVA NATIONAL HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

IRA MEA L. TRAYA

Learner Reference Number (LRN) : 119624090030

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Junior High School na itinakda para sa
has satisfactorily completed the requirements of the Junior High School Curriculum as prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Day-as, Cordova, Cebu, Pilipinas nitong ika-30 ng Mayo 2024.

Signed in Day-as, Cordova, Cebu, Philippines on the 30th day of May 2024.

FLORISA A. BUOT
Pinuno ng Paaralan
School Head

SENEN PRISCILO P. PAULIN, CESO V
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

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REHIYON VII - GITNANG VISAYAS

REGION VII - CENTRAL VISAYAS

SANGAY NG CEBU

DIVISION OF CEBU



PUROK NG CORDOVA
DISTRICT OF CORDOVA

CORDOVA CENTRAL ELEMENTARY SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): 119255150000

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Elementarya na itinakda
has satisfactorily completed the requirements of the Elementary Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN CERTIFICATE

Nilagdaan sa Poblacion, Cordova, Cebu, Pilipinas nitong ika-30 ng Mayo 2024.

Signed in Poblacion, Cordova, Cebu, Philippines on the 30th day of May 2024.

CHARITO J. SUMALINOG

Punongguro
Principal

SENEN PRISCILLO P. PAULIN, CESO V

Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

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REHIYON VII - GITNANG VISAYAS
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DIVISION OF CEBU



PUROK NG CORDOVA
DISTRICT OF CORDOVA

CORDOVA CENTRAL ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN) : 1196322200059

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda
has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Poblacion, Cordova, Cebu, Pilipinas nitong ika-30 ng Mayo 2024.

Signed in Poblacion, Cordova, Cebu, Philippines on the 30th day of May 2024.

CHARITO J. SUMALINOG
Punongguro
Principal

SENEN PRISCILLO P. PAULIN CESO V
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent