



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

March 12, 2025

**DIVISION MEMORANDUM**

No. 124, s. 2026

**DIVISION-DISTRICT-BASED CHECKING OF SCHOOL FORMS AND OTHER PERTINENT DOCUMENTS OF KINDERGARTEN, GRADE 6, GRADE 10, AND GRADE 12**

**To:** OIC- Assistant Schools Division Superintendent  
 CID Chief and OIC-SGOD Chief  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Unit/Section Heads  
 All others Concerned

1. The Office announces the **Division–District-Based Checking and Validation of School Forms and other pertinent documents** of Kindergarten, Grade 6, Grade 10, and Grade 12 learners with the following schedule and venue.

Date	Activity	Venue
March 23-24,2026	School Level Checking	Respective School
March 25-26,2026	Division-District-Based Level Checking	District Offices / Central Schools

**Note:** There will be **no form checking at the District Level**. However, the Public School District Supervisors (PSDS) shall provide technical assistance to all schools within their jurisdiction without duplicating the checking activity conducted at the school level in accordance with **DepEd Order No. 11, s. 2018**.

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

Grade Level	School Forms and other Pertinent Documents
<b>Kindergarten</b>	PSA issued Birth Certificate / other equivalent document
	SF 1 – School Register - (LIS Generated)
	SF 9 – Kindergarten Progress Report
	SF 5K – Report on Promotion
	Kindergarten Completion Certificate



**Address:** P2 Brgy. Hamorawon, Calbayog City, Samar  
**Email Address:** [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)  
**Website:** <https://calbayogcity.deped.gov.ph/>

Grade Level	School Forms and other Pertinent Documents
Grade 6	PSA issued a Birth Certificate / other equivalent document
	SF 1 – School Register – (LIS Generated)
	SF 5 – Report on Promotion
	SF 6 – Summary Report on Promotion
	SF 9 – School Report Card
	SF 10 – Form 137
	Diploma
Grade 10	PSA issued Birth Certificate / other equivalent document
	SF 1 – School Register – (LIS Generated)
	SF 5 – Report on Promotion
	SF 6 – Summary Report on Promotion
	SF 9 – School Report Card
	SF 10 – Form 137
	Junior High School (JHS) Completion Certificate
Grade 12	PSA issued Birth Certificate / other equivalent document
	SF 1 – School Register – (LIS Generated) <i>To be validated by the Division Planning Officer</i>
	SF 2 – Report on Attendance
	SF 5A & 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

3. **SF 10 and SF 9** (formerly Form 137 and Form 138, respectively) shall be manually updated. It must be consistent with **SF 5 and other supporting documents**, as stipulated on page 7, paragraph 2 of **DepEd Order No. 11, s. 2018**.

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

5. Senior High School (SHS) School Heads are required to submit to the **Division Planning Officer (Attn: Ms. Marlie M. Mendoza)** a **Certification of Offerings** for validation against the Learner Information System (LIS). The validated certification shall form part of the documents to be presented during the checking.

6. Guidelines on preparing and checking School Forms are based on **DepEd Order No. 11, s. 2018 dated March 7, 2018**. Any document not compliant with the prescribed format shall not be recognized or accepted.



7. The composition of the **Division Checking Committee (DCC)** is as follows

<b>DIVISION CHECKING COMMITTEE (DCC) COMPOSITION</b> (Reference: DepEd Order No. 11, s. 2018, dated March 07, 2028)			
<b>Chair</b>	Chief of Curriculum Implementation Division (CID)		
<b>Vice Chairs</b>	OIC-Chief of School Governance and Operations Division (SGOD), and Public Schools District Supervisors (PSDSs)		
<b>Members</b>	Education Program Supervisors (EPSs) to be identified by the Chair		
	Senior Education Program Specialist for Planning and Research (SGOD)		
	Division Planning Officer (SGOD)		
	Other Division or School Personnel to be identified by the Chair & Vice Chair		
<b>DISTRICT</b>	<b>CID PERSONNEL</b>	<b>OTHER DIVISION PERSONNEL</b>	<b>OTHER SCHOOL PERSONNEL</b>
<b>Calbayog 1</b>	Nora G. Capetillo	Ma. Marlie M. Mendoza	School Heads
	Dr. Josephine Gallardo		AO2s & COs
<b>Calbayog 2</b>	Alma R. Caber	Galina V. Panela	School Heads
	Joshua Sherwin T. Lim		AO2s & COs
<b>Calbayog 3</b>	Annabelle O. Yangzon	Oscar D. Billate Jr.	School Heads
	Dr. Joy B. Saldana		AO2s & COs
<b>Calbayog 4</b>	Jose A. Abon	Rosalia M. Rivera	School Heads
	Dr. Nelson R. Bello		AO2s & COs
<b>Calbayog 5</b>	Reynaldo T. Bernales	Robert Anthony Ygrubay	School Heads
	Dr. Erwin L. Purcia		AO2s & COs
<b>Calbayog 6</b>	Teresa Villa	Carren Meryl Cabadsan	School Heads
	Mercedita S. Garcia		AO2s & COs
<b>Tinambacan 1</b>	Ma. Teresa S. Simon	Sharon D. Balza	School Heads
	Corie B. Senolos		AO2s & COs
<b>Tinambacan 2</b>	Elbert Ongcal	Eric B. Doroja	School Heads
	Arnold M. Jaraba		AO2s & COs
<b>Tinambacan 3</b>	Esther A. Siozon	Marian C. Advincula	School Heads
	Noel E. Sagayap		AO2s & COs
<b>Oquendo 1</b>	Noemi Castante	Asther E. Bachar	School Heads
	Ricky S. Cano		AO2s & COs
<b>Oquendo 2</b>	Benedicto M. Merales	Engr. Jordan D. De Veyra	School Heads
	Dr. Lourdes L. Matan		AO2s & COs
<b>Oquendo 3</b>	Dr. Geraldine P. Sumbise	Joanna Portura	School Heads
	Beverly Lonngcop		AO2s & COs

7. The following guidelines shall be observed in checking diplomas and certificates:

- The **original signature of the SDS** shall be used in diplomas and certificates with the **initials of the PSDS**.
- The **documentary stamp and school seal** shall be placed on the **left side of the certificate or 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 completers and graduating students during the **Moving-Up Ceremony** for Kindergarten and Grade 10, and **Commencement Exercises** for Grade 6 and Grade 12.

8. For uniformity, all public schools shall observe the following:

- a. In **SF 5**, check the **LRN against the certificates**.
- b. The **name on the diploma** should be based on the **PSA record**.
- c. The **Region number** should be written in **Roman numerals**.
- d. **Parchment paper** is the suggested material for printing.
- e. Certificates should **not contain stains**.
- f. **Borderlines are not recommended**.
- g. Only **two logos** shall be included: **DepEd logo (left)** and **School logo (right)**.
- h. There should be a **comma after the SDS' surname** (e.g., *MARGARITO A. CADAYONA JR., PhD., CESO VI*).
- i. Check if the letterhead states **"Sangay ng Lungsod ng Calbayog."**
- j. **TIC, Caretaker, or OIC without designation** cannot sign as **Punong-Guro**.
- k. The name on the certificate/diploma should follow the format: **First Name, Middle Initial, and Surname**.
- l. For **Senior High School**, the **track and strand** shall be reflected in the certificate based on **SF 5A and SF 5B**.

9. For the template of diplomas and certificates, please refer to DepEd Order No. 2, s. 2019.

10. The date of issuance of Moving-Up Certificates (Katunayan) and diplomas shall be the actual date of the Moving-Up Ceremony or Commencement Exercises.

10. The End-of-School-Year (EOSY) Rites shall be conducted on March 30–31, 2026, as stated in Enclosure No. 2 of DepEd Order No. 12, s. 2025 dated April 15, 2025. However, if the school is ready and has completed the checking of school forms and other required EOSY documents, the rites may be conducted on March 28–29, 2026.

10. The total number of school days for School Year 2025–2026 is 197, distributed as follows:

Month	Number of School Days
June 2025	11
July 2025	23
August 2025	20
September 2025	22
October 2025	23
November 2025	21
December 2025	14
January 2026	21
February 2026	19
March 2026	23
<b>Total</b>	<b>197</b>

Source: Enclosure to DepEd Order No. 12, s. 2025, dated April 15, 2025.



11. Travel and other incidental expenses of school personnel involved in the checking and validation shall be charged to the Local School MOOE, while expenses of Division Personnel shall be charged to Division Funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.
12. This Memorandum serves as Authority to Travel for all participants.
13. Immediate dissemination of and compliance with this Memorandum is desired.



  
MARGARITO A. CADAYONA JR., PhD., CESO VI  
Schools Division Superintendent

Enclosure:

Reference:

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