

March 6, 2015

DIVISION MEMORANDUM

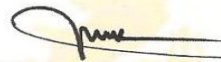
No. 20 s. 2015

**CHECKING OF SCHOOL FORMS OF HONOR AND GRADUATING PUPILS/STUDENTS AND
NON-GRADUATING PUPILS/STUDENTS FROM
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SY 2014-2015**

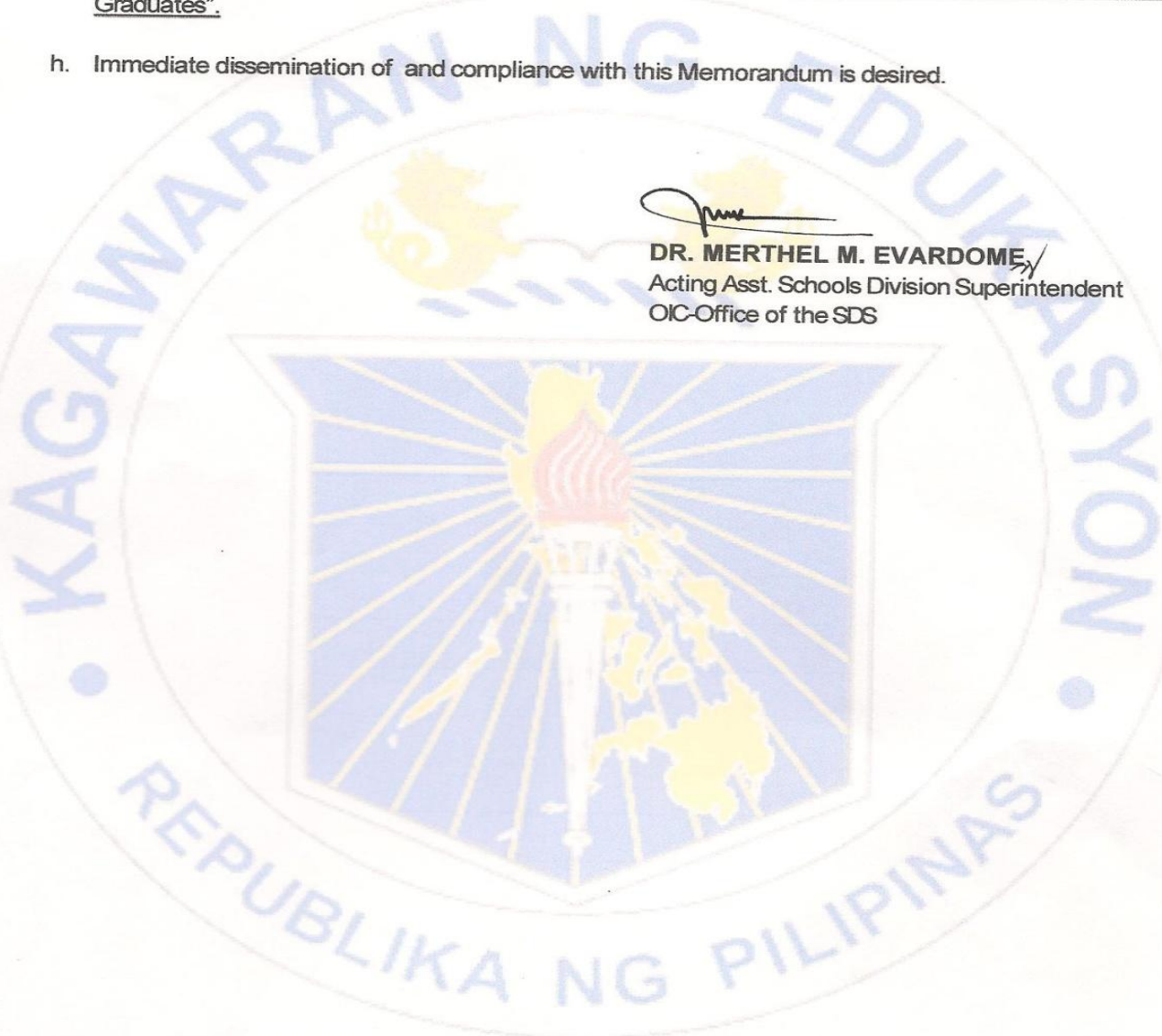
TO: OIC-Assistant Schools Division Superintendent
Education Program Supervisors/Coordinators
Public Schools District Supervisor
Elementary and Secondary School Heads/Principals/TIOs/OICs
All Others Concerned

1. This Office announces the simultaneous checking of School Forms (SFs) of all honor and graduating pupils/students from public elementary and secondary schools will be on **March 11, 2015-March 13, 2015** on designated venue from 8:00AM-5:00PM.
2. To ensure uniformity and accuracy in accomplishing School Form (SFs), School Heads and selected teachers are assigned as checkers for graduating pupils/students.
3. The following general guidelines are hereby reiterated:
 - a. All data should tally in all forms
 - b. Learner Reference Number shall be indicated in the Pupils Permanent Record (Form 137), Report Card (Form 138) and Diploma.
 - c. Extra care should be considered in all forms as well as in determining honor pupils/students to avoid problems/complaints. Division checkers officials should carefully examined the ranking of honor pupils following DepEd Order No. 92 s. 2009 (Revised Guidelines on the Selection of Honor Pupils and Students in Public Elementary and Secondary Schools) and DepEd Order No. 4 s. 2010 (Amendment to DepEd Order No. 92. S. 2009)
 - d. Each school should have formed a school checking committee with the school head as chairman and four (4) key teachers as members. This committee will be held responsible for the accurate checking of all SFs forms, and Selection of Honor Pupils/Students.
 - e. School Checking Committee (with four or five members) shall be the one to handle and assists the Division Checking Committee during the actual checking of documents of graduating pupils/student including report on honor pupils.
4. To ensure smooth conduct of the Division Checking Forms and selection of honor pupils / students Division Checking Committee and schedule of checking and venues are organized. See enclosures No. 1, and 2 (school forms)
5. **On school level checking for Grade 1-5 and Grade 7 to 9 (non graduating pupils/students), it is reiterated to strictly observe the following orders;**
 - DepEd Order No. 23 s. 2012 (Classification Computation on the Computation of Co-Curricular Performance in the Ranking of Honor Pupils and Students)
 - DepEd Order No. 74 s. 2012 (Guideline on the Selection of Honor Pupils and Students of Grades 1 to 10 of the k to 12 Basic Education Curriculum)

- DepEd Order No. 73 S. 2012 (Guidelines on the Assessment and Rating of Learning Outcomes under K to 12 Basic Education Curriculum
 - f. Checking of Grades 1-5 and Grades 7-9 SFs shall be up to the school level only however, Division Checking Committee shall do random checking.
 - g. Paragraph 3 of DepEd Order No. 4 s. 2014 (Adoption of the Modified School Forms (SFs) for Public Elementary and Secondary Schools Effective End of School Year 2014-2015), states that, "Beginning EoS_Y 2014-2015, all public schools must use SF-5 and SF-6 replacing Forms 18 and 20 and the List of Graduates".
 - h. Immediate dissemination of and compliance with this Memorandum is desired.



DR. MERTHEL M. EVARDOME
Acting Asst. Schools Division Superintendent
OIC-Office of the SDS



Inclosure No. 1 to Division Memorandum No. 20, s. 2015

DIVISION CHECKING COMMITTEE

Over-all Chairperson: **DR. MERTHEL M. EVARDOME**
Acting Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Over-all Chairperson: **DORIS DJ. ESTALILLA**
OIC-Office of the Assistant Schools Division Superintendent

Members: **ANSELMO C. CELESTE, JR.**
EPS-ALS

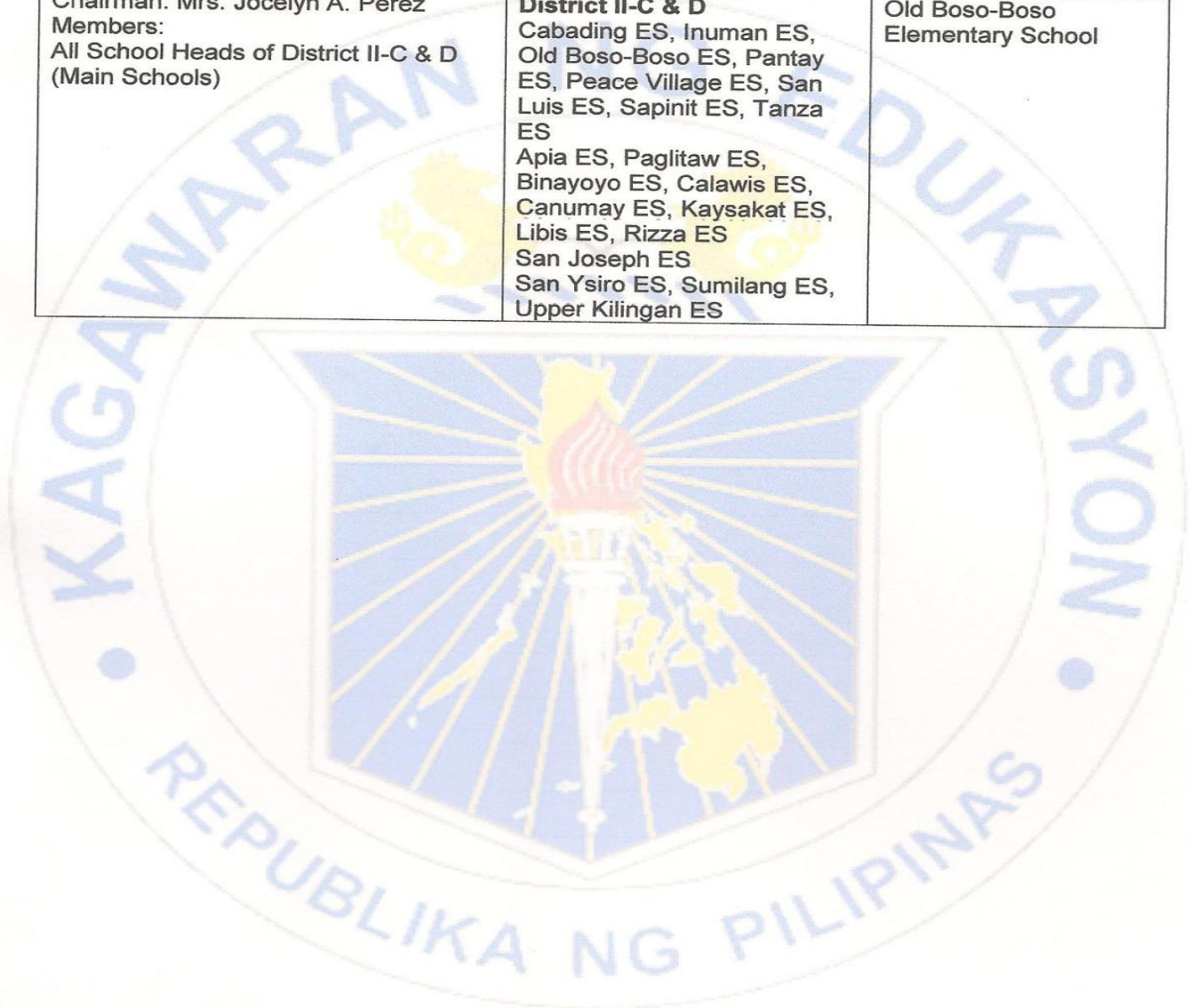
MERLITA O. SAYAGO
EPS-Private Schools

DR. LUISITO F. DIEGO
EPS-EPP/TLE

SCHEDULE OF CHECKING, VENUE AND ASSIGNED CHAIRMAN

March 11, 2015		
Chairman of Division Checking Committee (Elementary and Secondary)	Cluster	Venue
Chairman: Ms. Adeliada A. San Diego Members: Mr. Rommel S. Beltran Mrs. Victorina R. Yuson Mr. Reynaldo L. Agustin	BN II NHS, ANHS, ANHS-Dela Paz Ext., San Isidro NHS Mambugan NHS, Mayamot NHS, Muntindilaw NHS	ANHS
Chairman: Mr. Ronaldo A. Ata Members: Mr. Michael T. Tayona Mrs. Ana Lyn P. Raymundo Dr. Rowena B. Sison	San Jose NHS, SUNHS-Dalig Ext., San Roque NHS, Cupang NHS, Marcelino M. Santos NHS, Maximo L. Gatlabayan MNHS, OBEXT, San Juan NHS, Canumay Ext., Kaysakat Ext., Calawis NHS, Apia Ext., Rizza Ext.	San Jose NHS
March 13, 2015		
Dr. Ferdinand B. Millan Members: All School Heads of District I-A (Main Schools)	District I-A BN I ES, BN II ES, BN IV ES,	BN I ES
Dr. Susana P. Abiog Members: All School Heads of District I-B (Main Schools)	District I-B SPED, Dela Paz ES, San Isidro ES, Sta. Cruz ES,	Sta. Cruz ES
Mrs. Joyany ST. Gutierrez Members: All School Heads of District I-C (Main Schools)	District I-C Mambugan I ES, Mambugan II ES, Mayamot ES, Muntindilaw ES	Mayamot ES

Chairman: Dr. Flora A. Cahapay Members: All School Heads of District II-A (Main Schools)	District II-A ISTES, Jesus S. Cabarrus ES, JSES, SAVES	Juan Sumulong ES
Chairman: Mr. Tito A. Cabacaba Members: All School Heads of District II-B (Main Schools)	District II-B Cupang ES, Cupang Annex, Dalig ES, Kaila ES, Knights of Columbus ES, Lores ES, Nazarene Ville ES, Peñafrancia ES, Peñafrancia Annex, TRES	Lores ES
Chairman: Mrs. Jocelyn A. Perez Members: All School Heads of District II-C & D (Main Schools)	District II-C & D Cabading ES, Inuman ES, Old Boso-Boso ES, Pantay ES, Peace Village ES, San Luis ES, Sapinit ES, Tanza ES Apia ES, Paglitaw ES, Binayoyo ES, Calawis ES, Canumay ES, Kaysakat ES, Libis ES, Rizza ES San Joseph ES San Ysiro ES, Sumilang ES, Upper Kilingan ES	Old Boso-Boso Elementary School





Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
 DIVISION OF ANTIPOLO CITY



Enclosure No. 2 to Division Memorandum No. ____ s. 2015

FORM 1

School Address _____ SCHOOL (Name of School)

HONOR PUPILS/STUDENTS – GRADES 6 / YEAR 4
 SY 2014-2015

BASIC EDUCATION CURRICULUM

ACADEMIC EXCELLENCE

NAME OF CANDIDATES	AVERAGE OF GRADES IN THE LEARNING AREAS	RANK	WEIGHT	WEIGHTED RANK

Prepared by: _____

SCHOOL CHECKING COMMITTEE:

DIVISION CHECKING COMMITTEE:

Signature Over Printed Name
 ADVISER

CHAIRMAN (Principal)

CHAIRMAN

MEMBERS:

MEMBERS:

RECOMMENDING APPROVAL:

APPROVED:

DORIS D.J. ESTALILLA
 OIC-Office of the Assistant Schools Division Superintendent

MERTHEL. M. EVADOME, ED.D.
 Acting Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



Republic of the Philippines
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DIVISION OF ANTIPOLO CITY



FORM 2

School Address _____
 SCHOOL (Name of School) _____

HONOR PUPILS/STUDENTS – GRADES 6 / YEAR 4

SY 2014-2015

BASIC EDUCATION CURRICULUM

CO-CURRICULAR PERFORMANCE

NAME OF CANDIDATES	Contest and Competitions (CC)					Students Leadership (SL)					Campus Journalism (CJ)	Officership and Membership (OM)					Participation and Attendance (PA)	TOTAL	RANK	WEIGHTED RANK					
	I	N	R	DIV	DIS	S	I	N	R	DIV		DIS	S	I	N	R					DIV	DIS	S		

Prepared by: _____

Signature Over Printed Name
 ADVISER _____

MEMBERS: _____

RECOMMENDING APPROVAL: _____

DORIS DJ. ESTALLILA
 OIC-Office of the Assistant Schools Division Superintendent

SCHOOL CHECKING COMMITTEE: _____

CHAIRMAN (Principal)

MEMBERS: _____

DIVISION CHECKING COMMITTEE: _____

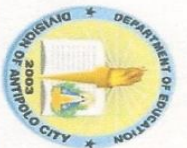
CHAIRMAN

APPROVED: _____

MERTHEL. M. EVARDOME, ED.D.
 Acting Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



Republic of the Philippines
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FORM 3

School Address _____

SCHOOL (Name of School) _____

**HONOR PUPILS/STUDENTS – GRADES 6 / YEAR 4
 SY 2014-2015**

BASIC EDUCATION CURRICULUM

FINAL RANKING

NAME OF CANDIDATES	ACADEMIC EXCELLENCE (Weighted Rank)	CO-CURRICULAR PERFORMANCE (Weighted)	TOTAL	RANK	DESCRIPTIVE RANK

Prepared by: _____

Signature Over Printed Name
 ADVISER _____

MEMBERS: _____

SCHOOL CHECKING COMMITTEE:

CHAIRMAN (Principal) _____

MEMBERS: _____

DIVISION CHECKING COMMITTEE:

CHAIRMAN _____

RECOMMENDING APPROVAL: _____

DORIS DJ. ESTALILLA

OIC-Office of the Assistant Schools Division Superintendent

APPROVED: _____

MERTHEL. M. EVARDOME, ED.D.

Acting Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



FORM 4

School Address _____

SCHOOL (Name of School) _____

**HONOR PUPILS/STUDENTS – GRADES 6 / YEAR 4
 SY 2014-2015**

BASIC EDUCATION CURRICULUM

ACCORDING TO RANK

NAME OF CANDIDATES	ACADEMIC EXCELLENCE (Weighted Rank)	CO-CURRICULAR PERFORMANCE (Weighted)	TOTAL	RANK	DESCRIPTIVE RANK

Prepared by: _____

SCHOOL CHECKING COMMITTEE: _____

DIVISION CHECKING COMMITTEE: _____

Signature Over Printed Name
 ADVISER _____

CHAIRMAN (Principal) _____

CHAIRMAN _____

MEMBERS: _____

MEMBERS: _____

RECOMMENDING APPROVAL: _____

APPROVED: _____

DORIS DJ. ESTALLILA

OIC-Office of the Assistant Schools Division Superintendent

MERTHEL. M. EVARDOME, ED.D.

Acting Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent