



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 April 2022

**DIVISION MEMORANDUM**  
DM No. 333, 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: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public Schools District Supervisors  
School Head in-Charge of Governance and Operations  
Private and Public Secondary School Heads  
All Others Concerned**

1. In reference to DepEd Memorandum No. 37, s. 2022, the conduct of Checking of School Forms based on DO 11, s. 2018 will be resumed. Please find the attached DepEd Memorandum for reference.
2. Further instructions shall be issued in a subsequent issuance/s.
3. Widest dissemination of and strict compliance to this Memorandum is earnestly desired.

**ELIAS A. ALICAYA JR. EdD**  
Assistant Schools Division Superintendent  
Officer – In – Charge  
Office of the Schools Division Superintendent

Parmjdf04/25/2022

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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.

<b>Alert Level 1</b>	<b>Alert Level 2</b>	<b>Alert Level 3 and above</b>
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"> <li>• DO 020, s. 2018 - Amendment to DepEd Order No. 47, s. 2016</li> <li>• DO 47, s. 2016 - Omnibus Policy on Kindergarten Education</li> <li>• 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</li> </ul>
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"> <li>• 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</li> <li>• DO 4, s. 2014 - Adoption of the Modified School Forms (SFS) for Public Elementary and Secondary Schools Effective End of School Year 2012-2014</li> </ul>
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"> <li>• DO 54, s. 2016 - Guidelines on the Transfer of Learners' School Records</li> <li>• 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</li> </ul>
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"> <li>• 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</li> </ul>

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

<b>Area of Validation</b>	<b>Observed Implementation</b>	<b>Recommendation/ Remark</b>
(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](mailto: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