



Republic of the Philippines
Department of Education
Region V-Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

20426083

February 4, 2026

DIVISION MEMORANDUM

No. 0053 s. 2026

CHECKING OF SCHOOL FORMS SY 2025-2026

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public and Private Elementary and Secondary School Heads
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. 20218** (Guidelines on the Preparation and Checking of School Forms), this Office hereby creates the Division Checking Committee (DCC) for SY 2025-2026, to wit:

DIVISION CHECKING COMMITTEE

Chairperson : Tita V. Agir, Chief ES, CID
Vice Chairpersons: Ernie M. Baranquel, Chief ES, SGOD and
Public Schools District Supervisors

Members: Education Program Supervisors (CID)
Jose Pedro Q. Dayandante, EPS, SGOD
Lovella A. Manlangit, SEPS, P&R
Anne Cecille C. Preligera, PO III
Ruth Glaiza H. Sabate, EPS II, HRD
Mary Jane O. Matza, PDO I, SGOD
Geraldine R. Carillo, PDO II, CID

In-Charge of Private Schools:
Angelo C. Quintan, SEPS, SMME
Pamela G. Obejas, EPS II, SMME

2. Kinder, Grade 6, Grade 10 and Grade 12 shall be the priority grade for the Division level checking of forms. Thus, more sections in these grade levels shall be subjected to checking. The table below provides a guide on how to determine the number of sections that shall be checked for each school type.



Republic of the Philippines
Department of Education
Region V-Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

School Size Sampling Guide

Size of School* Based on combined enrollment in the priority grade levels	Priority Grade Levels Percentage	Priority Grade Levels Estimated Minimum No. of Classes	Other Grade Levels Minimum No. of Classes
Very Small (99 and below)	100%	All	2
Small (110 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1,000 and above)	5%	8	5

*The parameter used for this school classification is the combined enrollment of Kinder, Grade 1 and Grade 6 for Elementary School. For Junior High School, it is the combined enrollment of Grade 7 and Grade 10. For Senior High School, it is the combined enrollment of Grade 11 and Grade 12. The school classification defined in this policy is intended solely for the grouping of schools for the annual checking activity and shall not affect other existing school classification criteria.

3. The DCC shall conduct the division level checking of forms in Kinder, Grade 6, Grade 10 and Grade 12 prior to the schedule of moving up ceremonies/ graduation exercise. For other Grade levels, the checking shall start after the 4th Quarter Examination.

4. In preparation for the division level checking of forms, school heads are tasked too fully manage, coordinate and oversee the conduct of school level checking of forms. School Checking Committee (SCC) shall also be created at the school level with the school head as the chairman. Schools with three (3) or more sections in each grade level may organize sub committees comprised of the class advisers and other subject teachers.

5. The SCC is expected to conduct a pre-checking activity and thorough review of all learners' records prior to the scheduled division checking of forms.

6. The following required forms shall be accomplished and checked to wit:
- SF 1 – School Forms (LIS Generated SF 1)
 - SF 2 – Daily Attendance Report of Learners
 - SF 5 – Report on Promotion and Level of Proficiency (LIS Generated SF 5)
 - SF 6 – Summary Report on Promotion and Level of Proficiency
 - SF 9 – Learner Progress Report Card (Formerly Form 138)
 - SF 10 – Learners Permanent Academic Record (Formerly Form 137)
 - Post PECD Assessment Result for Kindergarten, Birth Certificate (LCR or PSA/ NSO) and Report Card



Republic of the Philippines
Department of Education
Region V-Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

7. All procedures and guidelines in the checking of forms stated in **DepEd Order No.11 s. 2028 shall be strictly observed.**
8. The date of submission and division checking of school forms are as follows:

Date	Activities
March 12-13	Checking of Forms for Graduating Public and Private Schools Pupils/ Students
March 23-24	Checking of Forms for Non-Graduating Public and Private Schools Pupils/ Students

EAST DISTRICT	DATE	VENUE	DCC
1. Amtic ES	March 12 and March 23	BRSHS	Wilfredo S. Calacday Jose R. Nobela Lovella A. Manlangit
2. Baligang ES			
3. Batang ES			
4. Tobgon ES			
5. Tinago ES			
6. Tambo ES	March 13 and March 24	BRSHS	
7. Amtic HS			
8. Barayong NHS			
9. Barayong ES	March 12 and March 23	BRSHS	Alex M. Alano Maria Grecia M. Renolayan Anne Cecille C. Prelligera
10. Buga ES			
11. Herrera ES			
12. Layon ES			
13. Paulog ES	March 13 and March 24	BRSHS	
14. Pinit ES			
15. LCNTVHS			
16. Basag ES	March 12 and March 23	BRSHS	Helen S. Martinez Jocelyn P. Navera Jose Pedro Q. Dayandante
17. Binanowan ES			
18. Busay ES			
19. Don Teotimo ES			
20. LECS	March 13 and March 24	BRSHS	
21. Nabonton ES			
22. BRSHS			

WEST DISTRICT	DATE	VENUE	DCC
1. LWCES (B)	March 12 and March 23	LWCES (B)	Alvin P. Pocua Rommel Carl R. Peralta Ernie M. Baranquel
2. Bonga ES			
3. Allang ES			
4. Culliat ES	March 13 and March 24	LWCES (B)	
5. Quiasa Ext.			
6. Tula-Tula (P) ES			
7. Tula-Tula (G) ES			



Republic of the Philippines
Department of Education
Region V-Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

8. LNHS	March 12 and March 23	LNHS	Emile G. Prudente Ronald B. Lucena Amable O. Poja Jr.
9. Mahaba ES			
10. Pinamaniquian ES			
11. Macael ES	March 13 and March 24	LNHS	
12. Greenfield ES			
13. Sta. Cruz ES			
14. Tinampo ES	March 12 and March 23	LWCES (P)	Lourdes S. Morales Jojim B. Cordova Tita V. Agir
15. DPPMHS			
16. LWCES (P)			
17. Pandan ES	March 13 and March 24	LWCES (P)	
18. Tastas ES			
19. Macalidong ES			
20. CRPMES	March 13 and March 24	LWCES (P)	
21. Cavasi ES			

SOUTH DISTRICT	DATE	VENUE	DCC
1. Bacong ES	March 12 and March 23	Paulba NHS	Andie G. Sario Jovito P. Oriola Mary Jane O. Matza
2. Bagacay ES			
3. Francia ES			
4. Maonon ES	March 13 and March 24	Paulba NHS	
5. Maonon HS			
6. Oma-Oma NHS			
7. Oma-Oma ES	March 12 and March 23	Paulba NHS	Judy R. Madriaga Leo S. Moral Geraldine R. Carillo
8. Bacong HS			
9. Abella ES			
10. Balanac ES	March 13 and March 24	Paulba NHS	
11. Paulba ES			
12. Tupas ES			
13. Tambac ES	March 12 and March 23	Paulba NHS	Joan B. Quipid Leopoldo C. Brizuela, Jr Ruth Glaiza H. Sabate
14. Paulba NHS			
15. Busac ES			
16. Tandarura ES	March 13 and March 24	Paulba NHS	
17. Catburawan ES			
18. Malama ES			
19. Palapas ES	March 12 and March 23	Paulba NHS	
20. San Vicente ES			
21. Tiongson ES			
22. Palapas ES	March 13 and March 24	Paulba NHS	
23. Cabarian ES			
24. Cabarian NHS			



Republic of the Philippines
Department of Education
Region V-Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

9. **Private schools** with same school calendar as the public schools shall proceed to the SDO lobby on **March 12-13, 2026** (Graduating students) and **March 23-24, 2026** (Non-Graduating).
10. Expenses relative to the conduct of this activity shall be charged against local funds/ Division/School MOOE and other sources of funds subject to the usual accounting and auditing rules and regulations.
11. Widest dissemination of this Memorandum is desired.


NYMPHA D. GUEMO

Schools Division Superintendent

CID/CheckingofForms/tva
02/04/26



 Binatagan, Ligao City, 4504
 ligao.city@deped.gov.ph
 depedligaocity.net