



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division
 Superintendent**

06 June 2023

DIVISION MEMORANDUM
 CID No. **067**, s. 2023

GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

To: Public Schools District Supervisors/Principals In-Charge
 Public and Private Elementary and Secondary School Heads
 Public and Private Elementary and Secondary School Teachers
 All Others Concerned

1. In reference with DepEd Order No. 011, s. 2018 titled **Guidelines on the Preparation and Checking of School Forms** and other issuances related to checking of School Forms such as DM No. 37, s. 2022, DO. No. 04, s. 2014, DO. No. 058, s. 2017, Schools Division of South Cotabato adopts and sets the detailed year-end requirements in preparing School Forms for school year 2022-2023.

2. To have a unified basis of information to schools, this shall be the matrix of activities:

Activities/Details	Date	Reference
Opening of Classes SY 2022-2023	August 22, 2022	DO No. 034, s. 2022
Final Examination for Grades 6 and 12	June 22-23, 2023	DO No. 034, s. 2022
Final Examination for Grades 1-5, 7-9 and 11	June 29-30, 2023	DO No. 034, s. 2022
End of Academic Quarter 4 SY 2022-2023	July 7, 2022	DO No. 34, s. 2023
End of School Year Rites	July 7-14, 2023	DO No. 034, s. 2022
A. Preparation of School Forms, Certificates and Diploma		
Activities/Details	Date	Remarks
Preparation of School Forms for Kindergarten, Grades 6, 10 and 12	June 24-27, 2023	-Filling out of School Forms-Please refer to pages 2, 4 and 5 of DO No. 11, s. 2018
Preparation of School Forms for Grades 1-5, 7-9 and 11	July 1-3, 2023	-Template for Certificates and Diploma-Please refer DO No. 031, s. 2019,

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		Enclosure No. 1 pages 44-46 -Place signed: Schools Division of South Cotabato, City of Koronadal -Date signed: Date of graduation
B. Checking and Submission of School Forms	<ul style="list-style-type: none"> • Checking of School Forms shall be done at school level with random checking by the District Head and separate random checking by the EPS in charge • The result of the checking is deemed final and can be used to complete LIS submission. 	
School Forms	Date	Remarks
Kindergarten, Grades 6, 10 and 12	June 26-28, 2023	-Please submit immediately all certificates and Diploma to the Division Office after the checking.
Submission of Checked Diploma with initial of the District Head to the Education Program Supervisor District In-Charge for Signature of SDS	June 29-30, 2023	
Grades 1-5, 7-9 and 11	July 15-17, 2023	
Composition of the School Checking Committee (DO 11, s. 2018)	Chair- School Head Vice Chair-(2) 1. ICT or LIS Coordinator (Enrolment Count and Learners' Profile) 2. Most Capable Personnel (Curr. & Assessment)	Roles, Functions, Summary of Tasks during checking of forms and other supporting documents, please refer to DO 11, s. 2018.
C. Awards and Recognition	-To strictly follow DO 36, s. 2016 -Steps and process in determining the awardees please refer pages 11-13 of DO 36, s. 2016	
D. Number of School Days SY 2022-2023	Month	Number of Days
	August	7
	September	22
	October	21
	November	20

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	December	11
	January	20
	February	14
	March	22
	April	18
	May	22
	June	21
	July	5
	Total	203 days

3. Respective PSDSs/PICs and EPS assigned per District/Municipalities shall be in-charge of the monitoring of checking of forms.
4. Travel, food, and materials expenses incurred during the conduct of checking of forms shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.
5. For services rendered on Holidays, Saturday and Sunday, personnel involved are entitled to Compensatory Time-Off (CTO) or Service Credits in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on **Non-Monetary Remuneration for Overtime Service Rendered** or DO 53, s. 2003 on **Updated Guidelines on Grant of Vacation Service Credits to Teachers**.
6. For any inquiry, persons concerned are advised to contact Lalaine SJ. Manuntag, CID Chief through mobile no. 094350410
7. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl. : None

Reference : DO 11, s. 2018
DM 37, s. 2022
DO 24, s. 2022
DO 31, s. 2019
DO 36, s. 2016

To be indicated in the Perpetual Index
Under the following subjects

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CURRICULUM SCHOOL FORMS

MPC/DM- guidelines on the preparation and checking of school forms
0000/June 6, 2023

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