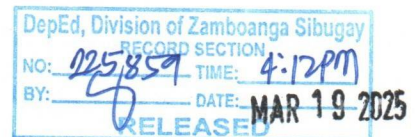




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



18 March 2025

DIVISION MEMORANDUM
NO. 131, s. 2025

COMPOSITION AND FUNCTIONS OF THE DIVISION CHECKING COMMITTEE (DCC) AND SCHOOL CHECKING COMMITTEE (SCC) AND THE GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
EPSs/PSDSs/District in-Charge
Members of Division and School Checking Committees
School Heads and teachers
All Others Concerned
This Division

1. DepEd Order No. 11, s. 2018, titled "**Guidelines on the Preparation and Checking of School Forms**," outlines the standardized processes and protocols for the preparation, evaluation, and updating of school forms conducted at the end of every school year (EOSY). This order aims to provide a reliable assurance mechanism for learner information, ensure the quality and timeliness of school reports, and minimize resources spent on clerical tasks and records management.
2. This office reiterates the mechanisms and simplified procedures outlined in DepEd Order No. 11, s. 2018, which is grounded in the principles of accountability, data accuracy and reliability, and operational efficiency.
3. Enclosed with this memorandum are the procedures to be followed before, during, and after the checking of school forms. This includes the composition of the Division Checking Committee (DCC) and School Checking Committee (SCC), along with their respective roles and functions.
4. Immediate dissemination of this memorandum is required to ensure compliance and effective implementation.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent *[Signature]*

References: DO 11, s. 2018, DO 58, s. 2017, DO 69, s. 2016
To be indicated in the perpetual index under the ff. subjects:
BASIC EDUCATION LEARNERS FORMS
DATA POLICY SCHOOLS
ZS-DM-SGOD-P& R-2025-03-061-0
GCCbei-20250312



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Enclosure A to Division Memorandum No. _____, s. 2025

GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

A. BEFORE CHECKING OF FORMS

A.1. At the Division Level

1. To ensure the timely, consistent, and high-quality checking of school forms, a Division Checking Committee (DCC) shall be established. The committee will be composed of the following members:

Chair	Evelyn F. Importante, CID Chief
Vice – Chairs	Oliver B. Talaoc, EdD., SGOD Chief
	Public Schools District Supervisor/District In-Charge (can be appointed as Vice-Chair only to his/her assigned district)
Members	Rose Marie E. Diocares, EPS-CID
	Lilian C. Damaso, EPS-CID
	Gina I. Lihao, EPS-CID
	Angelito Aballe, EPS – CID
	Lhorelle L. Cabalida, EPS-CID
	Gernin S. Laraño, EPS-CID
	Ulpiano Morales, EPS-CID
	Rosmindo L. Ancheta, Jr., EPS - SGOD
	Glorife C. Clavero, SEPS – Planning and Research
	May C. Isnain, PO III

2. The CID and SGOD personnel may deputize school personnel as representatives to cover all schools in their Division within the given schedule.
3. Below are the roles and functions of the DCC.
 - 3.1 The **CID** shall focus on the areas of enrolment eligibility and assessment which include promotion/retention or acceleration to ensure that the most recent policies are strictly observed.
 - 3.2 The **SGOD** shall validate the enrolment count, number of school leavers (dropped-out/NLPA), number of learners who transferred in/out, were promoted/retained, and other enrolment-related indicators.
 - 3.3 The SGOD shall also conduct spot checks or head counts of learners vis-à-vis the SF1 and SF5 as necessary. Moreover, SGOD shall validate the enrolment count, number of school leavers (dropped out), number of learners who transferred in/out, were promoted/retained, and other enrolment-related indicators.



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- 3.4 The Division System Administrators (*SEPS for Planning and Research and Planning Officer*) shall validate the presented SF1 and SF5 with the actual online record of the school in the LIS.
- 3.5. There will be **NO CHECKING OF FORMS AT THE DISTRICT LEVEL**. But if the district has a PSDS, he/she shall provide **technical assistance** to all schools within his/her jurisdiction without duplicating the checking activity at the School Level. Given the PSDS's familiarity with the area, they will serve as a provisional Vice Chair of the Division Checking Committee (DCC) for their assigned district. In this role, the PSDS will provide general information about the schools and coordinate activities with the school heads.
- 3.6. The Division Checking Committee (DCC), led by its Chairperson and Chief of the Curriculum Implementation Division (CID), shall convene to assign specific tasks to each member and establish the schedule for checking the forms. This schedule must be communicated officially **at least fifteen (15) days** before the actual checking date.
- 3.7. The Division Checking Committee shall perform the physical checking of school forms in the presence of the class adviser and examine the document vis-à-vis the Learner Information System (LIS) data as appropriate.
- 3.8. The DCC is instructed to convene and agree on the specific tasks of each member and the schedule of checking of forms. The schedule shall be communicated officially before the actual checking schedule.
- 3.9 DCC is instructed to review DepEd Order No. 11, s. 2018 and all other related policies concerning checking of school forms for further guidance.

A.2. At the School Level

Class advisers must adhere to the following procedures to ensure a smooth and efficient process for managing learner information at the school level. These procedures outline the responsibilities related to collecting, validating, and managing learner records throughout the academic year. By following these guidelines, the school can maintain data accuracy, enhance accountability, and support effective educational practices within our schools.

The subsequent sections detail the specific tasks that class advisers are required to perform at various stages of the school year, from verifying learner identities at the beginning of the school year to updating academic records at the end of the school year.

1. At the beginning of the school year (BOSY), the class adviser is responsible for collecting supporting documents to verify the identity of each learner assigned to



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their advisory class. Acceptable supporting documents may include, but are not limited to, the following:

- a) PSA Birth Certificate
 - b) Baptismal Certificate
 - c) Any equivalent document
2. If the learner came from another school, the class adviser shall coordinate the transfer of the Learner's Permanent Academic Record and validate its authenticity. The guidelines for transferring academic records, as outlined in DepEd Order No. 54, s. 2016, must be strictly followed.
 3. The class adviser must exercise due diligence when encoding the learner's basic information into the Learner Information System (LIS) to ensure data accuracy and reliability. The learner's academic records will serve as the basis for the adviser to enroll or validate the learner in the LIS.
 4. Once all learner information has been encoded in the LIS, the class adviser shall generate School Form (SF) 1 using their account. This form will be regarded as the official enrollment list for the class and will serve as a reference for any reporting that requires a list of officially enrolled learners.
 5. The class adviser shall download School Form (SF) 2 from the Learner Information System (LIS), which will contain pre-loaded names of learners. This Learner Daily Attendance Report must be forwarded to the school head for assessment and consolidation. It will also serve as a reference for the consolidated report on monthly learner movements, as required in School Form (SF) 4, the Monthly Learner Movement and Attendance Report.
 6. At the end of the school year (EOSY), once final ratings for each learning area have been computed, the class adviser shall transfer these grades from their class record into School Form (SF) 10. The **SF10** should **NOT be prepared quarterly** to avoid erasures in the document by ensuring that only final grades are recorded.
 7. The validated SF 10 will serve as the basis for updating each learner's status (promoted, conditionally promoted, or retained) in the LIS as of EOSY. Compliance with the provisions outlined in **DepEd Order No. 58, s. 2017**, Section IV, paragraphs D & E, as well as **DepEd Order No. 69, s. 2016**, Section IV, paragraph B, is mandatory.
 8. School Form 5 (SF5) and School Form 6 (SF6), which represent the Report on Promotion and Level of Proficiency and the Summarized Report on Promotion and Level of Proficiency, respectively, shall be generated from the Learner Information System (LIS) using school-level accounts for each class.



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9. The SF5K shall be utilized for kindergarten, as validated by the Early Childhood Care and Development (ECCD) Checklist post-test results and the Kindergarten Progress Report. Class advisers for kindergarten are not required to prepare SF10-ES.

10. The following shall then be the **focus of checking** and should be **supported by the appropriate documents**:

- | | | |
|-----------------------------|--------|--|
| a. SF1 | c. SF5 | e. Awards & Certificates (for K, Grades 6, 10, & 12. Preparation is in accordance with DO 36, s. 2016) |
| b. SF4 (February and March) | d. SF6 | |

The information on these awards and certificates should be checked against the SF1 for consistency.

A.3. Composition of School Checking Committee (SCC)

To ensure the accuracy and reliability of learner information, it is essential to establish a structured process for reviewing and preparing learners' records at the school level. The creation of a School Checking Committee (SCC) plays a crucial role in this process. By forming an SCC, schools can effectively manage the preparation and validation of school forms, ensuring that all necessary documents are accurate, complete, and compliant with DepEd guidelines. This committee is vital for maintaining data integrity, streamlining administrative tasks, and supporting evidence-based decision-making within the educational system. The subsequent sections will outline the composition and roles of the SCC, providing a clear framework for its operation.

1. DepEd Order No. 11, s. 2018, specifically paragraph V, sub-item 2.1, stipulates the creation of the School Checking Committee (SCC), which shall be composed of the following:

Chair	School Head
Vice-Chairs	
1. Enrollment Counts & Learner Profile	Planning and Research Coordinator/LIS Coordinator/ICT Coor
2. Curriculum & Assessment	<i>School Head shall designate the most capable school personnel</i>
Member/s	
1.	School M and E Coordinator
2.	
3.	
Note:	
Schools with three (3) or more sections in each grade level may organize sub-committees comprised of the class advisers	



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2. The SCC is expected to:
 - a) conduct a **pre-checking activity** involving a thorough review of all learners' records for all classes in preparation for the scheduled checking of forms with the DCC.
 - b) communicate with the Division Checking Committee regarding the schedule for the checking of forms and other necessary arrangements.
 - c) discuss the results and findings of the DCC during the checking process.
3. Class advisers and School Heads shall perform the following upon completion of all requirements and relevant documents.

Table 1. Summary of Tasks and Reference Documents at the School Level

Responsible Person	References (Documents to be Checked)	Output (Reports/Forms to be Validated)
Class Advisers	<p>Compile supporting documents on the learner's eligibility for admission, such as:</p> <ul style="list-style-type: none"> PSA Birth Certificate/other relevant documents (As mentioned in DO 3, s. 2018 re Basic Education Enrolment Policy, in the absence of PSA Birth Certificate, the parent or guardian must submit a <u>Birth Certificate</u> (late registration) from the local civil registrar or a <u>barangay certification containing the basic info. of the child such as: Name of the Child (First Name, Middle Name, Last Name), Name of Parents, Date of Birth, and Sex.</u> SF 9 SF 10 For Kindergarten, ECCD Checklist, Kindergarten Progress Report, and Certificate of Completion for Kinder PEPT/PVT/A & E Certificate (if applicable) 	<p>Ensure that the ff. SFs generated from the LIS are correct:</p> <ul style="list-style-type: none"> SF 1 – School Register SF 2 – Learner Daily Attendance Report (for the months of Feb. and Mar. only) SF 5 – Report on Promotion and Level of Proficiency including: <ul style="list-style-type: none"> ✓ SF 5-K ✓ SF 5 – Elem, JHS ✓ SF 5 A – SHS ✓ SF 5 B – SHS
	<p>Prepare Summary Report using the ff. references provided by the class advisers:</p> <ul style="list-style-type: none"> SF 1 – School Register 	<p>Ensure that the ff. SFs generated from the LIS are correct:</p>



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School Heads	<ul style="list-style-type: none"> SF 2 – Learner Daily Attendance Report (<i>for the months of Feb. & Mar. only</i>) SF 5 – Report on Promotion and Level of Proficiency including: <ul style="list-style-type: none"> ✓ SF 5-K ✓ SF 5 – Elem, JHS ✓ SF 5 A – SHS ✓ SF 5 B – SHS 	<ul style="list-style-type: none"> SF 4 – Monthly Learner Movement and Attendance Report (<i>for the months of Feb. and Mar. only</i>) SF 6 – Summarized Report on Promotion and Level of Proficiency
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B. DURING READING AND CHECKING OF FORMS

B.1. At the School Level

- Following the tabulation and recording of the 4th quarter examination results for Kindergarten, Grades 6, 10, and 12 in the appropriate forms, the School Checking Committee (SCC) shall initiate the school-level checking process. This process may be facilitated through sub-committees organized by grade level in larger schools or through a structure deemed most efficient for smaller schools.
- The School Checking Committee (SCC) shall focus its review on ensuring the accuracy of learner profiles and enrollment eligibility, utilizing reliable references such as, but not limited to, Birth Certificates, Learner's Permanent Academic Records (SF10), or other relevant certifications.
- The SCC shall promptly communicate its findings to the concerned class adviser to facilitate improvements in their reports. Additionally, commendations should be extended when warranted to recognize exemplary performance.
- The designated School Planning and Research Coordinator/LIS Coordinator/ICT Coordinator is responsible for ensuring that only Learner Information System (LIS)-generated School Forms (SFs) are presented during the checking process. To verify compliance, they **must sign or initial each SF**. The following guidelines must be observed:
 - Integrity of Electronic Forms.** LIS-generated forms, pre-loaded with learner information and general averages, must not be manually edited outside of the LIS. Any corrections should be made directly within the LIS, which will automatically update the generated SF1.
 - Preservation of Print Layout.** The print layout and order of arrangement of learners' names on the forms should not be altered.
 - Finality of System-Generated Forms.** The format and content of system-generated SFs are considered final and official, and no modifications are allowed.



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- d) **Prohibition on Commercialized Forms.** Commercialized electronic school forms, as mentioned in DepEd Order No. 58, s. 2017, Section VII (Special Provision), are not required and will not be accepted.

5. School Forms 9 and 10 shall be manually updated and must be consistent with the SF5 and other documents. For easy reference and cross-checking, the arrangement of learners' names in the SF9 should be written the way it was generated in the SF5. For uniformity and correct recording, the extension name (if any), must be encoded in the LIS in the separate data field for extension name regardless of the order in which it appeared in the Birth Certificate or other related document.

6. Awards and certificates for learners in graduating/moving up levels (Kinder, Grades 6, 10, and 12) should be checked against SF1 for consistency.

7. Once the SCC has completed the checking of forms for all classes in all grade levels, the SCC shall accomplish the **School Forms Checking Report (SFCR) 1** where an electronic copy of this template can be accessed through this link - https://bit.ly/SFCRTemplates_SY2024-2025. The description of data elements can be found in Enclosure D.

B.2. At the Division Level

1. Prior to the school's moving up or commencement exercises, the Division Checking Committee (DCC) shall conduct a thorough Division Level Checking of forms for Kinder, Grades 6, 10, and 12. This process ensures that all necessary documents are accurate and complete.
2. The DCC shall conduct the checking of forms for other grade levels following the 4th Quarter Examination, continuing until the second week of April. This timeline allows for a comprehensive review and validation of learner records during this period.
3. The DCC are reminded of the following **paramount considerations in Checking the School Forms**:
 - a. The format and order of learners' names in the LIS-generated school forms are considered final and official, it is unnecessary to retype/reformat the name of learners.
 - b. The margins, font style, font size, and placement of extension name if any, shall be determined by the LIS. Modifications such as insertion of additional column/s is/are not allowed.
 - c. For printing, A4 or long size white bond paper may be used depending on its availability in the school. Forms shall be printed in black.



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d. DCC is reminded to not be particular of the “cosmetic” aspects, but should focus instead on the accuracy and consistency of learner information across all reports and against relevant reference documents.

4. The DCC shall focus on the following:

a. The DCC shall check the availability of supporting documents for entry grade levels (Kinder, Grade 1, Grade 7, and Grade 11) as shown in the table below.

GRADE LEVEL	SUPPORTING DOCUMENTS
Kinder	Birth Certificate (5 years old as of September 30) *for SY 2024-2025
Grade 1	Kinder Completion Certificate and ECCD Checklist
Grade 7	Elementary Completion Certificate or SF 10-ES
Grade 11	JHS Moving Up Certificate of SF10-JHS
Transferred In or Moved in to other grade levels	SF10 with the attached Birth Certificate
For Accelerated/DepEd Assessment Passers	PEPT/PVT Rating or ALS A&E Equivalency Certificate

b. Check the correctness of the following school forms and certificates for Grade 1 and exiting grade levels (Kinder, Grade 6, 10 & 12)

Focus Areas for CID

Grade level	Credentials	Consistency in SFs
Kinder	Information in SF1 is consistent with what is written in the Birth Certificate	DO 47, s. 2016-Omnibus Policy on Kindergarten or the most recent applicable policies should be strictly observed
Grade 6		LRN printed in the Completion Certificate and ECCD Checklist should be consistent with the LRN in the SF1
Grade 10		The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed



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Grade 12		LRN printed in Moving Up Certificate, SF5, and SF10-JHS should be consistent with the LRN in the SF1.
		The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed.
		LRN printed in the Completion/Diploma, SF5A, SF5B, and SF10-SHS should be consistent with the LRN in the SF1.

c. The DCC is also reminded to observe the following:

i. Resolution of Discrepancies in Learner Profiles

In cases where discrepancies are identified between a learner's profile (e.g. Birth Certificate vis-à-vis the SF1) and the information recorded in the Learner Information System (LIS) as per SF1, adjustments shall be made by the class adviser/System Administrator/LIS Coordinator or School Planning and Research (P&R) Coordinator. These adjustments will be implemented upon receipt of a **resolution** issued by the Regional Director.

ii. Validation of Discrepancies between SF5 and SF10

If discrepancies are found between the SF5 and SF10 forms, the Class Record maintained by the class adviser may be presented for validation purposes. This ensures that accurate information is reflected in both documents.

iii. Implementation of Adjustments in LIS

The Vice-Chair of the School Checking Committee (SCC) or the LIS Coordinator/School P&R Coordinator, shall ensure that all necessary adjustments are accurately applied in the LIS. This step is crucial for maintaining data consistency and integrity.

d. The DCC shall also check the information on enrolment count and learner movement.

Focus Areas for SGOD

SF Type	Focus of Validation
SF4	<p>For Grades 6 & 12 and Kinder and Grade 10 grade levels, the SF2 and SF4 for February or March shall be used during checking</p> <p>Validate the cumulative number of drop outs and learners who transferred out by checking the SF1 and SF2 of each section or grade level</p> <p>Validate the supporting documents for learners reported to have transferred out to a school abroad, an international school, an ALS program, or tagged as dropped out due to death</p>

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SF5 & SF6	<p>For graduating (Grades 6 & 12) and moving up (Kinder and Grade 10) grade levels, the SF2 and SF4 for February or March shall be used during checking.</p> <p>The total number of learners per class as recorded in SF1 should be consistent with the total number of learners who actually reported to school as of March 31 as recorded in SF4. The breakdown of enrolment by grade level in SF4 must be tallied with the breakdown of promoted and retained, disaggregated by grade level in SF6. For graduating grade levels (Grades 6&12), the SF4 for February or March shall be used for checking.</p>
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5. **Enclosure B** of this memorandum includes a diagram that provides a detailed explanation of the focus areas for checking by the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD), as outlined on pages 9-14 of DepEd Order No. 11, s. 2018.

6. At the end of the checking, the DCC's findings shall be consolidated in an observation report using the SFCR1 in three (3) copies, reflecting only the classes/sections reviewed. The level of correctness or accuracy shall be discussed by the DCC to the SCC. The summary report shall focus on the following:

1. Number of learner's Records

- No. of learner's records examined/reviewed.
- No. of learner's records with inconsistent information in one or more school forms or reference documents
- No. of learner's records without one or more reference documents such as the Birth Certificate and SF10 from public schools

Note: Temporarily enrolled learners e.g. have pending transfer of SF10 should not be included in Tables 1 and 2 of SFCR1.

2. For transferred/moved in:

- No. of learner's with SF10 received within 30 days upon enrolment of the learner.
- No. of learner's without SF10 from the originating school, indicating the reason for the pending transfer of the said document and the name of the school

Note: All learners who transferred/moved in shall be recorded in Tables 3 &4 of the SFCR1. Note that PEPT/PVT or ALS A&E Certificate holders shall not be included in the count

3. The previous SY's SFCR prepared and signed by DCC can be used as reference during checking to determine the progress or improvement of the current SY.



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4. The DCC is required to provide technical assistance to schools with difficulties and ensure that all concerned school personnel are well informed of any development relative to the preparation of school forms. The following shall be observed:
 - i. Content of the report shall be discussed with the SCC and concerned class adviser
 - ii. SFCR1 prepared and signed by the DCC shall be provided to the school and another copy to the PSDS
5. **DCC** shall ensure that the **School Forms Checking Reports (SFCR1, SFCR 2, and SFCR3)** are properly prepared and submitted to the Office of the Schools Division Superintendent as per DO 11, s. 2018, Section V., paragraph C.2.
6. The DCC is 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"> DO 020, 2018-Amendment to DepEd 47, s. 2016 DO 47, s. 2016-Omnibus Policy on Kindergarten Educ
ii. Proper Preparation of SF 10 such as but not limited to: <ul style="list-style-type: none"> No insertion of the school logo (public school) In case of transferred out, transmission of an original copy of SF10 with available grading boxes for continuous updating (except Grades 6 & 10 completers) 	<ul style="list-style-type: none"> DO 58, s. 2017 – Adoption of New School Forms for Kindergarten, Senior High School, ALS, Health and Nutrition, & Standardization of Permanent Records DO 4, s. 2014 – Adoption of the Modified School Forms (SFs) for Public Elementary & Secondary Schools effective End of School Year 2012-2014
iii. Transfer of Document w/in 30 days upon receipt of the 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"> DO 54, s. 2016 – Guidelines on the Transfer of Learners' School Records DO 58, s. 2017 – Adoption of New School Forms for Kindergarten, Senior High School, ALS, Health and Nutrition, & Standardization of Permanent Records



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iv. Update Learner's Status in LIS Tracking System through the confirmation of the request for transfer including learners with an unsettled account from private school.	<ul style="list-style-type: none"> • DO 27, s. 2019 • DO 54, s. 2016 – Guidelines on the Transfer of Learners' School Records
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7. Compliance Monitoring Report shall indicate the following information using the suggested format below.

Area of Validation	Observed Implementation	Recommendation/Remark
(Sample Data)	(Sample Data)	(Sample Data)
Kinder Age Cut-off	Strictly observed in most schools	Need to extend continuous Technical Assistance

8. Enclosure C of this Division Memorandum shows a Flow chart illustrating the standard checking process and LIS adjustments to be made.

C. POST CHECKING

C.1 At the School Level

1. Findings, and recommendations from the DCC recorded in the SFCR1 may be included in the agenda for the next school-based LAC session.
2. The school head with the technical assistance of the System admin/LIS Coordinator/School P&R Coordinator, shall ensure that all adjustments made during the checking are reflected in the LIS.
3. Within **five (5) working days** after the checking conducted by the DCC, the school shall submit one (1) duly signed original copy of the SF4, SF5, and SF6.

C.2 At the Division Level

1. The PSDS shall consolidate the SFCR1 of all schools in his/her district and compute the District Accuracy Level to be recorded in Table 1 of the **Consolidated District School Forms Checking Report (SFCR 2)** where the electronic template can be accessed through the link - https://bit.ly/SFCRTemplates_SY2024-2025.
2. The SFCR2 of all districts shall be consolidated by the DCC. This shall be the basis for the computation of the Division Accuracy Level to be recorded in Table 1 of the **Consolidated Division School Forms Checking Report (SFCR3)** where the electronic



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template can be accessed through the link - <https://bit.ly/SFCRTemplates SY2024-2025>.

3. The DCC must submit the SFCR3 with the official report of findings and recommendations to the office of the Schools Division Superintendent not later than the 2nd Monday of May at the end of each School Year.

D. OTHER PROVISIONS

1. Signed PDF copy of the School Memorandum composing the School Checking Committee shall be submitted to the Division Office through the link - <https://bit.ly/School Checking Committee SY2024-2025> on or before March 25, 2025.
2. Simple food or refreshments served during the checking of forms by the DCC shall be charged against school MOOE or any other local funds subject to the usual government accounting and auditing rules and regulations.

Diagram 1. Focus Areas of Checking and Means of Validation

A. School Level Checking

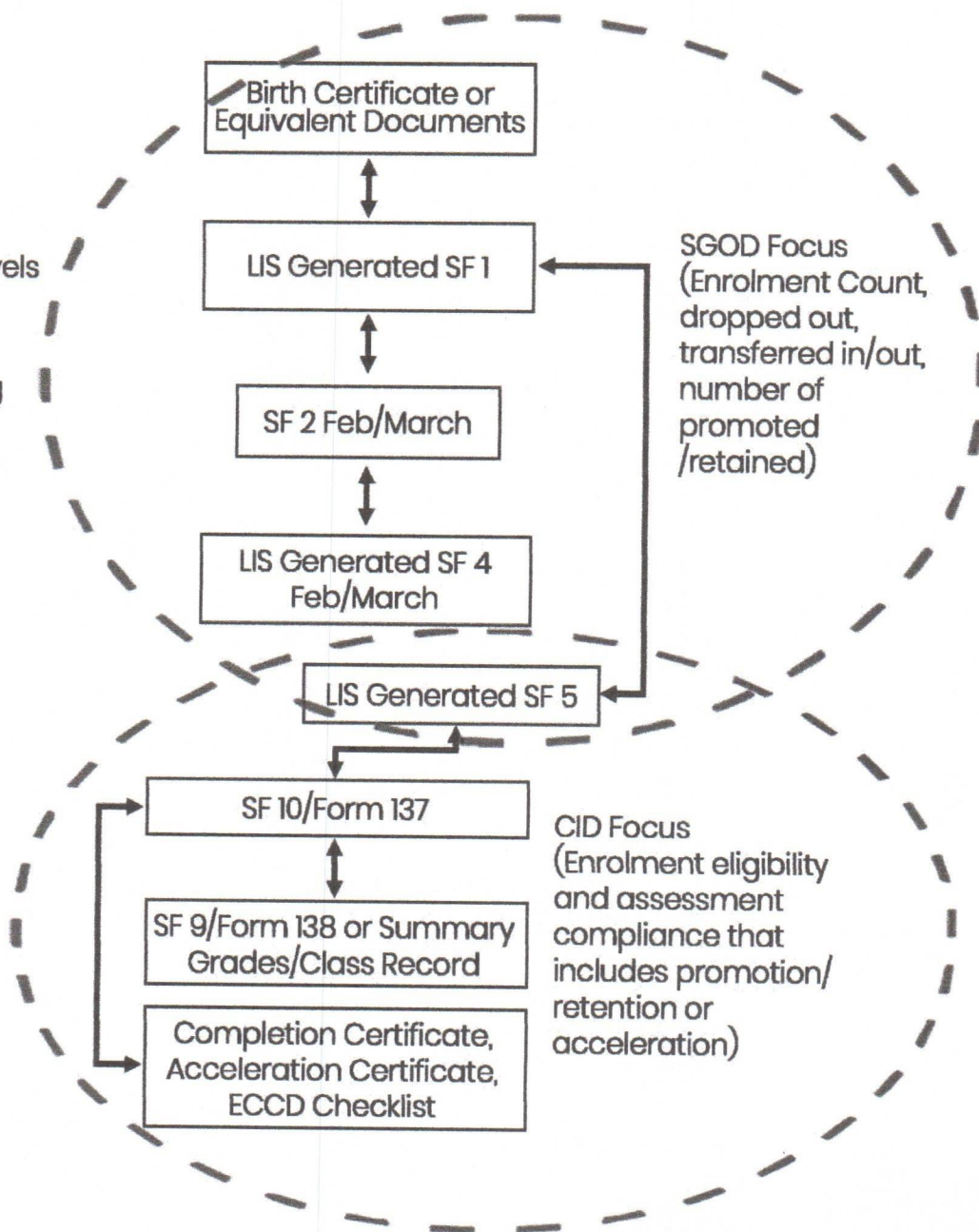
All classes for all grade levels

B. Division Level Checking

* Priorities Grade Levels

Kinder
Grade 1
Grade 6
Grade 7
Grade 10
Grade 11
Grade 12

Other Grade Levels also included



* Randomly selected except for very small school category

Flowchart 1. Standard Process and System Validation

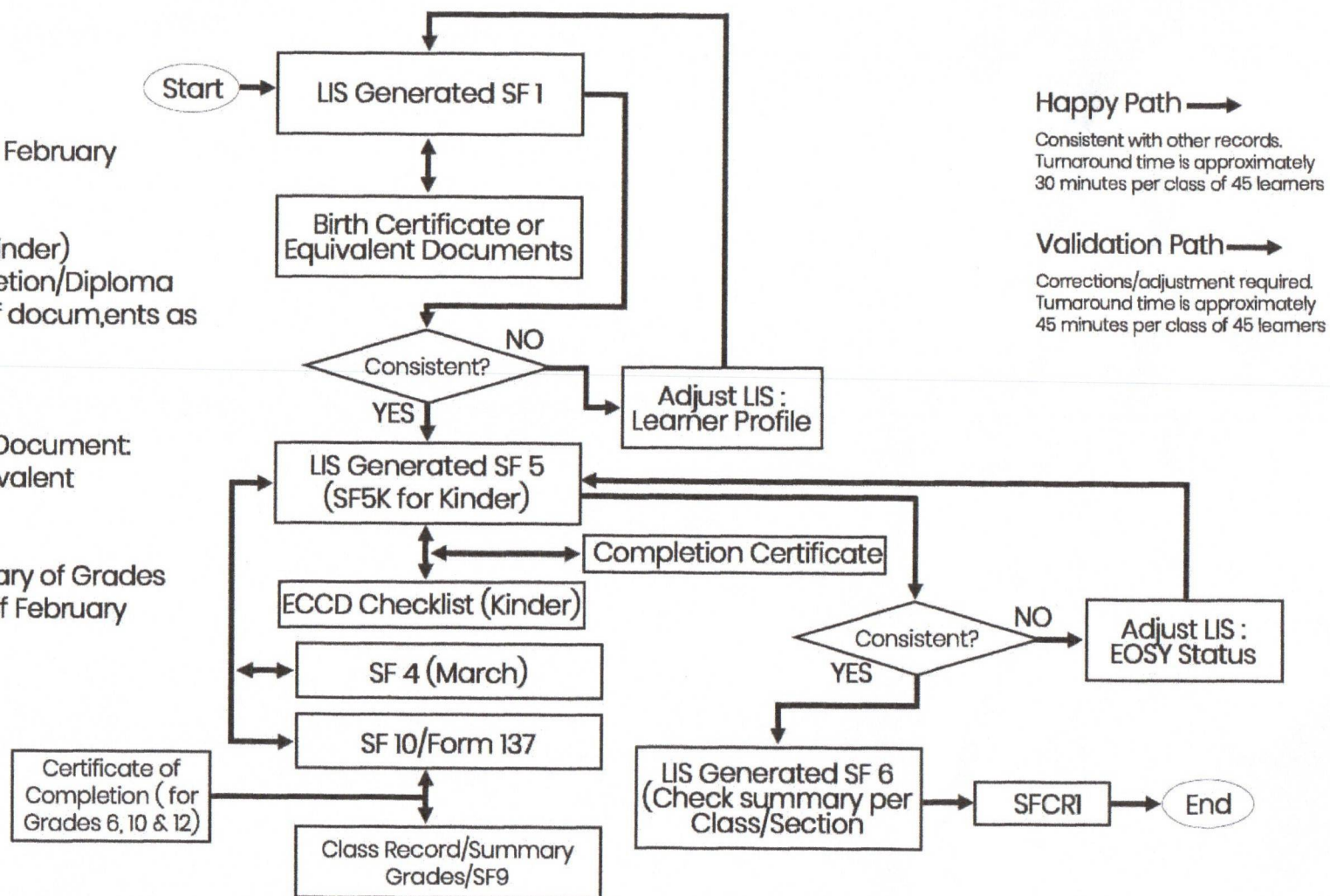
Primary Documents:

1. LIS Generated SF 1
2. LIS Generated SF 5
3. SF 4 for the month of February and March
4. SF 10 (Form 137)
5. ECCD Checklist (for kinder)
6. Certificate of Completion/Diploma
7. Other Certification of documents as appropriate

Secondary/Supporting Document:

1. Birth Certificate/equivalent document
2. SF 9 Progress Report
3. Class Record/Summary of Grades
4. SF 2 for the months of February and March

* for Graduating / Exiting levels



SCHOOL FORMS CHECKING REPORT
Data Element Descriptions

Code: SFCR1 for School, SFCR2 for District, and SFCR3 for Division

Schedule: End of School Year

- Instructions:**
1. This form must be accomplished by the checking committee during or after the checking of school forms.
 2. For Table 1 and Table 2, do not include learners who are temporarily enrolled e.g. with pending transfer requests of the SF10 (formerly Form 137).
 3. For Table 3 and Table 4, do not include PEPT/PVT or ALS-A&E Certificate holders.
 4. For Table 3, indicate the number of temporarily enrolled learners from both public and private schools. Use an additional sheet if needed.
 5. For Table 4, list all temporarily enrolled learners without SF10.
 6. The results of the checking as obtained from the SFCR may be used as reference or means of verification (MOV), whenever appropriate, in accomplishing relevant information in the Individual Performance Commitment and Review Form (IPCRF) of teachers.
 7. The PSDS shall consolidate the SFCR1 of all schools in his/her School District and compute the District Accuracy Level to be recorded in Table 1 of the Consolidated District School Forms Checking Report (SFCR2) attached as Annex 1b. For School Districts with no PSDS, the DCC shall prepare the SFCR2.
 8. The SFCR2 for all Districts shall then be consolidated by the DCC. This shall be the basis for computation of the Division Accuracy Level to be recorded in Table 1 of the Consolidated Division School Forms Checking Report (SFCR3) attached as Annex 1c. The duly signed SFCR3 along with the Summary of Findings and Recommendations (narrative report) must be submitted to the Office of the Schools Division Superintendent not later than the second Monday of May at the end of each school year.

	DATA ELEMENT	DESCRIPTION
1	Name of School	Official name of school as registered with DepEd and reflected in the EBEIS
2	School ID	A six (6) digit-number assigned to a school recognized in the EBEIS
3	PSDS	Name of the Public Schools District Supervisor
4	District	Name of the Public Schools District where the school is located as created by DepEd, and in most cases, being supervised by a Public Schools District Supervisor
5	Grade Level	A degree/stage of a learner classified according to age and progress
6	Section	A group of pupils/students convened to receive instruction in a given course or subject
7	Name of Adviser	The person in the school assigned to supervise, guide, and direct a specific class and conduct actual teaching to his/her assigned class and other classes, if there are any.
8	Number of Examined/Reviewed	The number of male, female, and total learners examined/reviewed based on the EOSY count of SF5.

	DATA ELEMENT	DESCRIPTION
9	With Inconsistency/Error	The number of male, female, and total learners whose records were found to have inconsistencies/errors
10	% Accuracy	<p>The rate of precision of the records being examined as computed using the formula:</p> $\% \text{ Accuracy} = \frac{\text{No. of records examined} - \text{No. of records with inconsistency/error}}{\text{No. of records examined}} \times 100$
11	No. with Inconsistency or Incomplete Supporting Documents	Quantity of learner records that have insufficient supporting documents and inconsistent and/or erroneous information
12	No. of Records per Nature of Error – With Incomplete Supporting Documents	Quantity of learner records that have insufficient supporting documents
13	No. of Records per Nature of Error – With Incomplete Supporting Documents – With Inconsistency/Error	Quantity of learner records that have inconsistent and/or erroneous information
14	DCC or SCC Observation/Comment or Technical Assistance Provided	A narrative of the checking committee's observations, comments, or technical assistance provided
15	Received w/in 30 days	Quantity of SF10 that were forwarded to the receiving school within 30 days upon the enrollment of the learner
16	Received beyond 30 days	Quantity of SF10 that were forwarded to the receiving school beyond 30 days upon the enrollment of the learner
17	From Private School	Quantity of transferred in or moved in without SF10 from originating private school i.e. learners who are temporarily enrolled
18	From Public School or SUC/LUC	Quantity of transferred in or moved in without SF10 from originating public school or SUC/LUC
19	Learner's Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level
20	Name of Learner	Learner's name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document recognized by DepEd
21	Name of Originating School	Official name of the school where the learner came from as registered with DepEd and reflected in the EBEIS
22	Division/Region	Name of the Schools Division Office/Regional Office where the learner's originating school is located
23	Chair	Name of the official who heads the checking committee
24	Vice Chair/s	Name of the checking committee vice chairs. For the SCC, vice chairs are the School System Administrator of the LIS/EBEIS and the most capable school personnel assigned by the chair who has the mastery/expertise in curriculum- and assessment-related policies.

	DATA ELEMENT	DESCRIPTION
		For the DCC, vice chairs are the chief of the SGOD and the PSDS supervising the School District that is being checked. The PSDS can be appointed as vice chair only to his/her assigned School District. There is no need for an additional vice chair if the district is not being supervised by a PSDS.
25	Member	Name of a checking committee member
26	School Head	Name of the school head
27	Date of Checking of Forms	Date when the forms are checked
28	Date Completed	Date when the checking activity was completed in the school or in the entire School District