



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 2, 2017

DIVISION MEMORANDUM

To : OIC-Asst. Schools Division Superintendent
Chief, CID and SGOD
Division/ District Supervisors/Coordinators
Public Elementary/Secondary School Principals/OICs
All Others Concerned

DepEd - MUNTINLUPA

RELEASED GN


DATE 3/2/17

CHECKING OF SCHOOL FORMS FOR S.Y. 2016-2017

1. This is to inform the field of the Schedule for the Checking of School Forms for S.Y. 2016-2017. The schedule is as follows:

Grade Level	Inclusive Dates
Grade 6 & Grade 10	March 20-24, 2017
Other Grade Level	March 27-31, 2017

2. Teachers assigned in the checking shall follow the off-session scheme to avoid disruption of classes.
3. Attached are the matrix of assignment and the guidelines for checking.
4. Immediate and wide dissemination of this Memorandum is earnestly desired


MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent



MATRIX OF ASSIGNMENT ON THE CHECKING OF SCHOOL FORMS S.Y. 2016-2017

PSDS Chairman	EPS/Coordinator Co-Chairman	School	Enrol ment	Members Dep't Head	
				AM	PM
Dr. Armando N. Romero	Mrs. Mariel Eugene H. Luna	MNHS-Main	8294	Jayson Manikan- TES Fe Pastrana - IES Hernan Nobleta – MNHS-NHA	Ellen Despuig- PEDHS Felipe Marapao – PobES Illuminada Sena –VHES Annaliza Canilang- LIS
	Mrs. Gina U. Urquia	PobES	5177	Allan Batario -VHES Arvin Buenaventura- SDO Lina Bote - VHES Socorro Lelita Mercado-MNHS-M Gloria Enano -MNHS-M Jovelyn Salceda -	Divina C. Aliscad –MNHS-M Rowena Acuña - Jecelyn Tabulina - VHES Jocelyn Bustalino - VHES
	Mr. Edison C. Enerlas	MNHS-NHA VHES	2727 1609	Lira Zaragoza -MNHS-M Shiela Donesa - MSHS	Charito Enero - BSES Jose Jacinto C. Ramos – MNHS-M
	Mrs. Madeline Ann L. Diaz	IES FDMES	3738 1500	Josephine Lucero -FDMES Irene Destura -IES	Jessie Castelo – BSES Antonette Tingal - PES Divina Gracia Gagala - BESM
Mr. Eustaquio Escario		MNHS-TA LIS	2382 2981	Henel T. Perez -MES Delia B. Tanseco -MES Marilou V. Caparas-FDMES	Catherine Rufo -MES Adelinda D. Dollesin - FDMES Pilar M. Castillo -MNHS-TA
	Miss Marissa S. Muldong	BESM TES	3504 2335	Mary Ann O. Wijetunge- MNHS-M Ester Dungca -SHES	Marina E. Leyva - PEDHS Nelia G. Abejar - MNHS-M
Mr. Rolando S. Muldong	Miss Lilirosa B. Palce	MBHS-SA SESA Zone 3 SES BES	1976 659 3219 1576	Teresita Muldong –PEDHS Teodula Ramos -PEDHS Evangeline Degala – PEDHS Ma. Martha R. Ollero - PEDHS	Jovita Bunagan - AES Preciosa Laderas - AES Benelyn Rumbaoa -BES
Dr. Maria Theresa C. Dela Rosa		MSHS SESA Zone 4 SHES	1400 592 2219	Maribel Sulse - AES Mylene Tuvilla -BES 1 Annabelle Delos Santos-BES 1	Annie Pesito - BESM Analyn S. Dacara - BESM Rheena N. Landrito –AES

PSDS-Chairman	EPS- Co. Chairman	School	Enrolment	AM	PM
	Mrs. Ada Trinidad Tagle	MES	5038	Marybeth T. Valdivia-SHES Nerry Ann Lorenzo Cunegunda Mejica - PobES	Enrico Madarcos - IES Jocelyn Loraya -CES Francis Martin - SHES
	Dr. Emelita D. Bautista	PES BSES FAES	2488 1729 784	Emmalyn Ballonado - PEDHS Ma. Paz Solar -PEDHS	Jocelyn Clemente - MES Cristina Trozado - PES Josie Sapanta -PEDHS
Mr. Wilson F. Pascual		PEDHS	5032	Rogelio Cabanting -PEDHS Evangelina Aman -MNHS Adelinda Dollesin -FDMES	Almarie F. Morales - CESM Juanita Paje - PEDHS. Razel Estareja -MES
	Ms. Valentina A. Ballesteros	AES	5895	Liza Q. Roncales - BSES Ma. Helen P. Eyas-BESM Evangelina Ramos - PES	Welfredo M. De Paz -LIS Nora T. Cruz -CESM Regina Bitalac -PES
	Dr. Emely V. Ambrocio	CESM BES Unit I	3078 2705	Marlyn Latina -MNHS-M Josephine Alarcon - TES Alyssa V. Aventurado - MNHS-M	Olivia Elloso -BESM Felissa Basijan - PEDHS Vilma Viloria -MNHS-M
Mrs. Manuella Opalla	Mrs. Armida S. Oblinada	MBHS-Main CESA	4018 862	Nenita Sumague -BES Patricia Villanueva -AES	Sally Donceras - AES Angelita Quinto -BES

Submitted by:

Madelin Ann L. Diaz
MADLINE ANN L. DIAZ
 Chief, CID

Noted:

Mauro C. de Gulan
MAURO C. DE GULAN. Ed.D.
 Schools Division Superintendent

Guidelines in Checking of Forms

1. For all Grade Levels
2. To be prepared by the Class Adviser:
 - a. LIS
 - b. Form 137
 - c. Consolidated E-Class Record (per section per grading period)
 - d. List of failures and recomputed grade (First - Thrd Grading Period)
3. The LIS Data must be the same as the data found in the F- 137
 - a. LRN number (School ID no. and ID no. of Pupil/Student = 12 digits) -DepEd Order No. 15
 - b. Name (Surname, First Name, Middle Name)
 - c. Birthday (Reference of Age)
 - d. Address & others (Updated)
4. For transfer-in pupil/student the last attended school records F-137 must be attached to the new F - 137 of the present school he/she is attending .
5. Complete the needed data in every form.

Checklist for the Checking of School Forms

Check/Cross	Indicator	Names/Descriptions/Remarks
	1. Undated information in LIS/F 137 / E-Class Records (Consolidated)	
	2. NSO Birth Certificate	
	3. LRN Number in LIS/F-137/E-Class R/F-138	
	4. F-137 form previous years (transfer-in)	
	5. List of failures *& recomputed grade forms	
	6. Consolidated E-Class Record per section per grading period	
	7. Others	

Evaluated / checked by : _____
 Remarks : _____
 Conformed : _____
 School Principal : _____