



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF ANGELES CITY



02 Apr 2025

DIVISION MEMORANDUM

No. 128 s.2025

CONDUCT OF DIVISION CHECKING OF SCHOOL FORMS

To: Chief Education Supervisors
CID and SGOD Personnel
Heads of Public Schools

1. This is to announce the conduct of the Division Checking of School Forms for the Selected Priority Grade Levels (K, 6, 10, 12) on **April 10 to 11, 2025** at the Gabaldon Building. For Other Grade Levels (1, 2, 3, 4, 5, 7, 8, 9, 11), it is scheduled on May 19, 2025.
2. The Composition of the Division Checking Committee (DCC) is as follows:
Chair: Chief of Curriculum Implementation Division (CID)
Vice Chairs: Chief of the School Governance and Operations Division (SGOD) and Public Schools District Supervisors (PSDS)
Members: Education Program Supervisors
Senior Education Program Specialists
Division Planning Officer
Education Program Specialists
Project Development Officer
3. The SCC is expected to conduct a pre-checking activity to thoroughly review all learners' records across all classes before the scheduled Division Checking of Forms. Upon completion, the SCC shall finalize the School Forms Checking Report (SFCR1) and submit it to the designated DCC during the scheduled school forms checking.
4. The PSDS will be responsible for selecting the specific classes to be checked in the division through a draw lots process before the scheduled date.
5. The DCC Members and School Size Sampling Guide are found in the enclosures.
Enclosure No. 1: Members of the Division Checking Committees
Enclosure No. 2: School Size Sampling Guide





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6. Expenses relative to the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and compliance with this Memorandum are earnestly desired.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 11, s. 2018
To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION	LEARNERS
DATA	POLICY
FORMS	SCHOOLS

CID/Chief/April 2, 2025



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Enclosure No. 1 to the Division Memorandum No. 28, s. 2025

Members of the Division Checking Committees
Gabaldon Building
April 10-11, 2025
May 19, 2025

Team 1 (Clusters 1 & 2)	Team 2 (Clusters 3 & 4)	Team 3 (Clusters 5 & 6)	Team 4 (Clusters 7 & 8)	Team 5 (Clusters 9 and 10)
PSDSs Ariel Perez Leonida Quinto, PhD	PSDSs Agnes Manabat, EdD Amelita Pineda	PSDSs Ana Merla Magtoto Cezar Hernandez	PSDSs Anastacia Nimfa Aquino, EdD Maria Tara Clemente, EdD	PSDS Ericson Cabrera Walter Estabillo, EdD
Edgardo Nunag Hilda Garcia, PhD Clarisa Lagman	Rochella David Aimee B. Berana, PhD Glenn Sarmiento Edgar L. Manabat, PhD	Reynaldo Cabrera Jeannieffer David Elizabeth David Amando C. Yutuc, PhD	Ma. Esperanza Malang PhD Gemima Estrabillo EdD Marilou Castro	Ramil Dacanay Josephine Figueroa, PhD Ana Marie Carmen Romero



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Enclosure No. 2 to the Division Memorandum No. 12 s. 2025

School Size Sampling Guide

For grade levels with classes less than the required minimum number, no drawing of lots is necessary. All classes shall undergo checking of forms. Use the Sampling Guide in identifying school size.

Size of School* Based on combined enrollment in the priority grade levels	Priority Grade Levels		Other Grade Levels Minimum No. of Classes
	Percentage	Estimated Minimum No. of Classes	
Very Small (99 and below)	100%	all	2
Small (100 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 table below may be used to quickly determine the minimum number of classes required for the Division Checking. For integrated schools, enrollment figures from different levels (elementary, JHS, SH) should not be combined when identifying the minimum number of classes to be checked.

How to compute for the School Size:

- Elementary = Kindergarten Enrolment + Grade 1 Enrolment + Grade 6 Enrolment
- JHS = Grade 7 Enrolment + Grade 10 Enrolment
- SHS = Grade 11 Enrolment + Grade 12 Enrolment

Elementary	Very Small	Small	Medium	Large	Very Large	Huge
Kindergarten	All	1	2	2	2	3
Grade 1	All	1	1	2	2	3
Grade 2	1	1	1	1	1	1
Grade 3	1	1	1	1	1	1
Grade 4	1	1	1	1	1	1
Grade 5	1	1	1	1	1	1
Grade 6	All	2	2	2	3	3
Junior High School						
Grade 7	All	2	2	3	3	4
Grade 8	1	1	1	2	2	2
Grade 9	1	1	1	1	2	3
Grade 10	All	2	3	3	4	4
Senior High School						
Grade 11	All	2	2	3	3	4
Grade 12	All	2	3	3	4	4

