



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus St., Pulungbulu, Angeles City

Tel.No. (045) 322-5722; 888-0582/ fax Nos. (045) 322-4702; 887-6099 By _____



DepEd Angeles City
Division of City Schools

March 6, 2017

DIVISION MEMORANDUM

No. 80, s. 2017

**GUIDELINES AND SCHEDULE ON THE CHECKING OF SCHOOL FORMS AND
GRADUATION/MOVING UP**

TO: **Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads
School Committee on Checking of Forms**

1. This is to inform the field that guidelines on the checking of forms is formulated to make the task easier and simpler, which is hereto attached.
2. The objective of these guidelines is to assist the school heads and those in charge of checking of the said forms in preparing the different school forms needed, namely:
 - a. School Form 1 (SF1) – School Register
 - b. School Form 2 (SF2) – Daily Attendance Report of Learners
 - c. School Form 5 (SF5) – Report on Promotion & Level of Progress & Achievement
 - d. Form 138 – School Report Card and
 - e. Form 137 – Permanent Records
3. Enclosed to this memo are the following:
 - a. Enclosure 1 - Guidelines on the checking of Forms
 - b. Enclosure 2 - Schedule of checking of Forms
 - c. Enclosure 3 - Schedule of Moving Up and Graduation
 - d. Enclosure 4 – Guidelines for Graduation/Moving Up Program
4. Meeting of all emcees for graduation (**Grade 6**) and Moving Up (**Grade 10**) will be on **March 10, 2017, 2 P.M.** at the Gabaldon Building.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


MA. CELINA L. VEGA

OIC/Schools Division Superintendent
Officer-in-Charge

2/7

GUIDELINES ON THE CHECKING OF FORMS

SCHOOL FORM 1 (SF1) – School Register

- **Paper Size – A4 (210mmx297mm).** May use other sizes such as legal or long.
- This form is system generated and to be downloaded from the LIS. *(It is expected that housekeeping was done by the teacher/adviser to maintain accuracy/updated data. Teachers are accountable on the data in this form)*
- **Middle Name** must be written in full, **NOT INITIAL**. If the child has no middle name let it be. Don't force the mother to provide a middle name for her child.
- **AGE** must be whole number ex. 11
- **Name of Father & Mother** – as reflected in the birth certificate or equivalent document
- **Fill up the Guardian** – if someone oversees the welfare of the learner in behalf of the parent
- **Contact Number of Parent** – if there was data provided to the teacher this must be encoded if none allow it to be blank.
- **Remarks**
 - ✚ Write T/O for Transferred Out, date when the child transferred and the school where the child transferred.
 - ✚ Write T/I Transferred In, date when the child transferred in and the school where he/she came from
 - ✚ Write LE – for Late Enrolment. This is applied to those who enrolled after the cut-off date.
 - ✚ Write DRP for DROPPED, reason and effective date.
 - ✚ Write B/A for Balik Aral and the name of the school last attended and year
 - ✚ Write LWD for Learner With Disability and specify
 - ✚ Write ACL for Accelerated, specify level & date of effectivity
 - ✚ BOSY – Beginning of School Year – enrolment as of June 13, 2016
 - ✚ EOSY – End of School Year – enrolment as of April 7, 2017

SCHOOL FORM 2 (SF2) – Daily Attendance Report of Learners

- This form is system generated and to be downloaded from the LIS
- Only actual number of days in a month should be encoded
- Number of days may differ from one school to another due to some local celebration/holidays like fiesta or due to the effect of natural calamity in a certain barangay where the school is located. BUT for uniformity of number of days in one school must be observed.
- **Actual School Days** in a year should not be lower than **180 days**.
- In case of the conduct of make - up classes in lieu of the days where classes were not held due to holidays or typhoons the days for the make - up classes must be counted on the month when classes were held indicating the date and the month in which the days are intended for.
- In case a child dropped or transferred out at the middle of the month he will not be included in your SF2 for the following month
- Attendance performance of learner is expected to be reflected in Form 137 and Form 138 every grading period.

SCHOOL FORM 5 (SF5) – Report on Promotion & Level of Progress and Achievement

- This form is system generated and to be downloaded from the LIS
- **Gen. Ave.**
 - ✚ Whole number for non-honors as per DepEd Order No. 8 s. 2015
 - ✚ With 3 decimal places for honor pupils
 - ✚ Leave it blank if the action taken is conditional
- **Action Taken**
 - ✚ Promoted – Final Grade of at least 75% in ALL Learning Areas
 - ✚ Conditional – Did not Meet Expectations in not more than two (2) learning areas
 - ✚ Retained – Did Not Meet Expectations in three (3) or more learning areas

(Did not Meet Expectations of the Learning Areas. This refers to learning area/s that the learner had failed as of end of current SY. The learner may be for remediation or retention)

FORM 138 – School Report Card

- **Final Rating** – Whole Number
- **General Average** – Whole Number for the Non-honors and with 3 decimal places for the With Honor Pupils
- **Remarks** –
 - ✚ Promoted to Grade Seven (Spell out)
 - ✚ Retained in Grade 6
- For the attendance of Pupils – refer to SF2

FORM 137 – Permanent Records

- Names, Date of Birth entered in this form should be consistent with the other forms (SF1 & Form 138)
- No changes shall be made with the name and date of birth of the child without a valid document as your basis. In short only upon presentation of the original Birth Certificate (NSO/PSA) and provision of a copy of the BC by the parent or guardian of the child those changes can be done on the data.
- The personal information of the learners reflected in the Form 137 when he/she first entered the school are PERMANENT. The date of entrance is the date he he/she entered in **Kinder/Grade 1**.
(the date of entrance will determine the number of years the child has stayed in school)



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SCHEDULE OF CHECKING OF FORMS

ELEMENTARY SCHOOLS

March 27 – 28, 2017

District	Schools	In-charge
North District – CLEMENDES	<ol style="list-style-type: none">1. Don Clemente N. Dayrit Sr. ES2. EPZA Resttlement ES3. Marisol BLISS ES4. Pulung Cacutud ES5. Salapungan ES6. San Ignacio ES7. Sitio Pader ES8. Sta. Maria ES9. Teodoro P. Tinio ES10. Virgen De Los Remedios11. Gueco Balibago ES	Remedios M. Flores Rochella David Ana Marie Romero
South District – STO. ROSARIO ES	<ol style="list-style-type: none">1. Apung Guidang Nepomuceno ES2. Cutcut ES3. Don Pepe Henson Memorial School4. Lourdes North West ES5. Leoncia Village ES6. M. Nepomuceno ES7. Sto. Rosario ES	Ana Merla Magtoto Wilvenilo Calma Emerito C. Nicdao
East District – ANGELES ES	<ol style="list-style-type: none">1. Abelardo G. Tinio ES2. Angeles Elementary School3. Belen Homesite ES4. Cutud ES5. Don Ambrocio Mendiola ES6. Enrica Sandico ES7. Gov. Rafael L. Lazatin IS8. Northville 15 IS9. Pineda-Gutierrez ES10. Pulungbulu ES11. Sapalibutad12. Sto. Domingo IS13. Jose P. Dizon ES14. Mining ES	Anastacia Nimfa Aquino Cezar Hernandez Reynaldo Cabrera

West District – STA. TERESITA ES	<ol style="list-style-type: none"> 1. Sta. Teresita ES 2. Edilberto M. Ganzon ES 3. Malabanias Is 4. Pampang ES 5. Amsic IS 6. Tacondo ES 7. Sapang Bato ES 8. Sitio Target Ext. School 9. Cuayan ES 10. A.G. Pabalan ES 11. Air Force ES 	Orlene Santos Leonida Quinto Obresita Panlilio
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SECONDARY AND INTEGRATED SCHOOLS

March 27 – 28, 2017

Centers	Schools	Time	In-charge
March 27 Angeles City National High Schools	Angeles City National High School Angeles City National Trade School Angeles City Science High School Amsic Integrated School Claro M. Recto ICT High School Malabanias Integrated School Sapang Bato National High School	8:00 – 9:30 9:30 – 11:00 11:00 – 12:00 1:00 – 2:00 2:00 – 3:00 3:00 – 4:00 4:00 – 5:00	Rita Bundalian Ramil D. Dacanay Edgardo Nunag Emily Sarmiento Lourdes De La Cruz Esperanza Malang Gemima Estrabillo Josephine Figueroa Roger Nuqui Amando Yutuc Marilou Castro
March 28 Francisco G. Nepomuceno Memorial HS	Francisco G. Nepomuceno Memorial HS Bonifacio V. Romero High School Rafael L. Lazatin Memorial HS (Main) Rafael L. Lazatin Memorial HS (Annex) Gov. Rafael L. Lazatin IS Northville 15 IS Sto. Domingo IS	8:00 – 9:30 9:30 – 10:30 10:30 – 12:00 1:00 – 2:00 2:00 – 3:00 3:00 – 4:00 4:00 – 5:00	

MOVING UP SCHEDULE
April 6-7, 2017

Date	Time	School	Deped official
6-Apr	8:00 a.m.	FRANCISCO G. NEPOMUCENO MEM. H.S.	Schools Division Superintendent
6-Apr	3:00 p.m.	ANGELES CITY SCIENCE H.S.	Schools Division Superintendent
7-Apr	8:00 a.m.	ANGELES CITY NATIONAL HIGH SCHOOL	Schools Division Superintendent
6-Apr	8:00 a.m.	ANGELES CITY NATIONAL TRADE SCHOOL	OIC-Assistant Schools Division Superintendent
6-Apr	3:00 p.m.	RAFAEL L. LAZATIN MEMORIAL H.S.	OIC-Assistant Schools Division Superintendent
7-Apr	3:00 p.m.	BONIFACIO V. ROMERO HIGH SCHOOL	OIC-Assistant Schools Division Superintendent
6-Apr	8:00 a.m.	SAPANGBATO NATIONAL HIGH SCHOOL	SGOD Chief
7-Apr	8:00 a.m.	C.M.RECTO ICT HIGH SCHOOL	SGOD Chief
7-Apr	3:00 p.m.	GOV.RAFAEL L. LAZATIN I.S.	SGOD Chief
6-Apr	8:00 a.m.	NORTHVILLE 15 INTEGRATED SCHOOL(Elem)	CID Chief
6-Apr	3:00 p.m.	STO. DOMINGO INTEGRATED SCHOOL(HS)	CID Chief
7-Apr	8:00 a.m.	AMSIC INTEGRATED SCHOOL (ELEM)	CID Chief

Prepared



VICTORIANA P. BONDOC

Chief Education Supervisor

SCHEDULE OF GRADUATION FOR GRADE 6/ MOVING UP CEREMONIES ASSIGNMENTS OF SUPERVISORS

April 6-7, 2017

SUPERVISORS		8:00 AM	10:00 AM	1:00 PM	3:00 PM
ORLENE SANTOS	6-Apr	DR CLEMENTE DAYRIT ES		SAPALIBUTAD ES	
	7-Apr	EPZA RESETTLEMENT ES			
CEZAR HERNANDEZ	6-Apr			MARISOL BLISS ES	
	7-Apr	VIRGEN DELOS REMEDIOS ES		STO. ROSARIO ES	
EMILY SARMIENTO	6-Apr	PULUNG CACUTUD ES		GOV. RAFAEL L LAZATIN IS	
	7-Apr	SALAPUNGAN ES			
LEONIDA QUINTO	6-Apr	SITIO PADER ES		A G. NEPOMUCENO ES	
	7-Apr	STA. MARIA ES			
REMEDIOS FLORES	6-Apr	TEODORO P. TINIO ES		CUTCUT ES	
	7-Apr	ALBERTO PABALAN ES			
ESPERANZA S. MALANG	6-Apr	CUAYAN ELEM		DON PEPE ES	
	7-Apr	AMSIC ELEM			
NIMFA AQUINO	6-Apr	SAPANGBATO ES		LEONCIA VILLAGE ES	
	7-Apr	AIR FORCE CITY ES			
RAMIL DACANAY	6-Apr	FRANCISCO G. NEPOMUCENO MHS			MALABANIAS HS
	7-Apr	ANGELES CITY NATIONAL H.S.			
ROCHELLA DAVID	6-Apr	EDILBERTO GANZON ES			
	7-Apr	GUECO BALIBAGO ES		PULUNGBULU ES	

LOURDES DELA CRUZ	6-Apr				
	7-Apr	DON AMBROSIO ES	ENRICA SANDICO ES	PINEDA-GUTIERRES ES	
EDGAR NUNAG	6-Apr	LOURDES NORTHWEST ES		ABELARDO TINIO ES	
	7-Apr	ANGELES ES			
GEMIMA ESTRABILLO	6-Apr	AES SPED CENTER		SAN IGNACIO ES	
	7-Apr	MINING ES			
EMERITO NICDAO	6-Apr	STA TERESITA ES		M. NEPOMUCENO ES	
	7-Apr	TACONDO ES			
RITA BUNDALIAN	6-Apr	STO. DOMINGO ES			
	7-Apr	ANGELES CITY NATIONAL H.S.		BELEN HOMESITE ES	
REYNALDO CABRERA	6-Apr	CUTUD ES		PANDAN ES	
	7-Apr	NORTHVILLE 15 IS			
ROGER NUQUI	6-Apr	FRANCISCO G. NEPOMUCENO MEM. H.S.			
	7-Apr	ANGELES CITY NATIONAL TRADE SCHOOL			NORTHVILLE15 HS
WILVELINO CALMA	6-Apr	MALABANIAS ES			
	7-Apr	ANGELES CITY NATIONAL HIGH SCHOOL			RAFAEL L. LAZATIN MEM. H.S.

AMANDO YUTUC	6-Apr	AMSIC HS				MALABANIAS ES
	7-Apr	ANGELES CITY NATIONAL HIGH SCHOOL				
MERLA MAGTOTO	6-Apr	FRANCISCO G. NEPOMUCENO MEM. H.S.				
	7-Apr	PAMPANG ES				BONIFACIO V. ROMERO HIGH SCHOOL
EDGAR MANABAT	6-Apr	ANGELES CITY NATIONAL TRADE SCHOOL				RAFAEL L. LAZATIN MEM. H.S.
	7-Apr	ANGELES CITY NATIONAL HIGH SCHOOL				

Prepared by: 
VICTORIANA P. BONDOC
Chief CID

I. Graduation Theme

The theme should be in the speech of the valedictorian and program for graduation.

II. Program

1. Processional
 - The EMCEE should introduce the persons entering the venue in this order:
 - Honor pupils, Candidates for graduation, parents of the honor pupils, faculty members, School Head, PSDS, SDS/her EPS 1 representative, Guest Speaker
2. Entrance of Colors
 - Right – Philippine flag (No tattered or badly-faded flag should be allowed to fly in any school or office)
 - Left – School flag
 - The flag bearers should practice the entrance of colors
3. National Anthem
 - As per DepEd Order No. 83, s. 2007 (Strengthening Respect and Allegiance to the Philippine Flag in All Schools), the actual singing of the National Anthem during the flag raising and retreat must not be replaced by canned music. (It must be sung in Acapella)
 - There should only be one (1) teacher for the Pambansang Awit, graduation song and closing song
4. Doxology/Invocation
 - If doxology – everybody should sing
 - If invocation – check the prayer.
5. Salutation/Welcome Address
 - There's nothing wrong in reading the script
6. Graduation Song
7. Introduction of the Guest Speaker
8. Message of the Guest Speaker
 - Give the framed Certificate of Recognition/Appreciation after the message
 - Inform speaker to wear dress appropriate for the occasion
 - Speech should inspire the candidates for graduation
9. Presentation of Candidates for Graduation
10. Confirmation and Message by the Superintendent
 - If the Superintendent had said her speech already, nobody should speak anymore
11. Distribution of Certificates
 - Diploma/Certificate of Completion of the honor pupils – give all medals and certificates. Start with the first honors
 - Diploma of the graduates
 - Advisers of each grade should be near the stage
 - First name should be called (Ex. Juan L. Dela Cruz)
 - Diploma should be distributed by the PSDS
 - Medals should be distributed by the SDS/her ES 1 representative/ PTA President
12. Valedictorian/Message of the First Honors
 - Theme should be the focus of the pupil's/student's speech
 - Speech can be read by the pupil. Practice the pupil on how to deliver the speech.
13. Class Pledge

- Should be recited in unison; For secondary, pledge to the alumni association should be recited in unison; if oath of office to the alumni association, it should be "Repeat after me..."

14. Closing Song

15. Exit of Colors

16. Recessional

- Recessional should follow after the exit of colors
- Order of exit – Guest Speaker SDS/her ES 1 representative, PSDS, School Head, Faculty Members, Honor Pupils, Parents of honor pupils, Graduates)

III. Other Reminders

1. EMCEE should strictly follow the program; no ad libs
2. Stage preparation
 - 2 microphones with stand
 - 1 teacher assigned to the amplifier
 - Rostrum – put runner or white cloth
3. Medals and certificates should be arranged according to the sequence of the graduating pupils/awardee.
4. EMCEE should be provided with bottled water
5. Speaker should be given bottled water
6. No eating while on the stage
7. Stage decoration – simple but elegant
8. Persons on the stage – SDS/ES 1 representative, PSDS, School Head, PTA President, EMCEE
9. Back drop
 - Graduation Ceremonies (for Grade 6)
 - Moving-up Ceremonies (for Grade 10)

Example:

CLOSING EXERCISES

Theme:

Date: