



Office of the Schools Division Superintendent

February 26, 2024

DIVISION MEMORANDUM

No. 09 2024

DIVISION PRE - CHECKING OF SCHOOL FORMS

**To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors (EPS)
Public School District Supervisors (PSDS)
Heads, Public Elementary and Secondary Schools
All Others Concerned**

1. Pursuant to DepEd Memo No. 11, s. 2018, titled "Guidelines on the Preparation and Checking of School Forms," the Division Sub-Committees on the Checking of School Forms will conduct the Division Pre-Checking of School Forms from March 4 to 8, 2024.
2. The Checking Committee's primary objective is to ensure accuracy and consistency in the entries across the following documents and school reports:
 - a. Birth Certificates
 - b. SF 1
 - c. SF 9 / ECCD 1 (for kindergarten)
 - d. SF 10
3. In line with this, the schools are expected to conduct their initial checking of school forms involving the thorough review of learner's records for all classes in preparation for the scheduled Division Pre - Checking of SFs.
4. Attached is the schedule and venue for checking of School Forms (SFs) in various schools.
5. This division memo also serves as a Travel Authority for the Education Program Supervisors (EPSs) and Public Schools District Supervisors (PSDSs) who will lead the pre-checking activity.
6. For further information and guidance, please refer to the attached documents.
7. Your cooperation and attention to this matter are greatly appreciated.


LOURMA I. POCULAN, CESO VI
OIC- Schools Division Superintendent