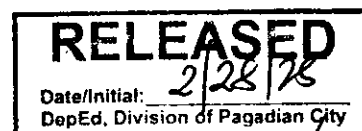




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



Office of the Schools Division Superintendent

February 28, 2025

DIVISION MEMORANDUM

No. 46, s. 2025

DIVISION PRE - CHECKING OF SCHOOL FORMS

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

1. In accordance with DepEd Memorandum 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 10 to 14, 2025**.
2. This activity aims to ensure the accuracy and consistency of learner information across various school forms and reports, specifically:
 - a. Birth Certificates
 - b. SF 1
 - c. SF 9 / ECCD 1 (for kindergarten)
 - d. SF 10
3. To facilitate this process, all schools are required to conduct an initial checking and review of their school forms before the scheduled Division Pre-Checking of School Forms to ensure accuracy and completeness.
4. This memorandum also serves as Travel Authority for Public Schools District Supervisors (PSDSs) who will oversee and lead the Division Pre-checking Activities in their respective districts.
5. Your cooperation and commitment to this initiative are highly appreciated.
6. For strict compliance.

for: 
DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

