



DIVISION MEMORANDUM

No. 049 S. 2019

TO: All PSDS/DICs
All School Head
All Class Advisers
All DPOs
School Heads of Private Schools
This Division

FROM: **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **CHECKING OF SCHOOL FORMS AS REQUIREMENTS FOR GRADUATION OR MOVING UP CEREMONIES**

DATE: January 24, 2019

1. Per DepED Order No. 025, s. 2018 and the Implementing Guidelines on the SY 2018-2019 Calendar of Activities, schools are to effectively and efficiently implement the school events and activities particularly in the areas of instruction, progress monitoring and evaluation.
2. Along with this, the field is hereby reminded to revisit the said DepEd Order in order to check compliance to the Order and to have synchronized activities up to the last day of classes which is April 5, 2019.
3. In preparation also for graduation or moving up ceremonies, teams of Education Program Supervisors are organized to check assessment results and correctly accomplished School Forms (SF) before the Learner Deliberation which is to be conducted two weeks before the graduation or moving up ceremonies.
4. Please be guided by the following schedule in the checking of School Forms and other required documents:

March 11-15, 2019 – For Private Schools
(Grade 6 and JHS only since there is a separate schedule for SHS)

March 18-22, 2019 – For Public Schools
(Grade 6, JHS and SHS)
5. It is suggested that Pre-checking shall be conducted by PSDS/DICs in order to ensure correctness and completeness of the required SFs.
6. Widest dissemination of this memorandum is desired.



Enclosure 1 to Division Memo No. ____ s. 2019

ASSIGNMENT OF EDUCATION PROGRAM SUPERVISORS/COORDINATORS IN THE CHECKING OF
SCHOOL FORMS AS REQUIREMENT FOR GRADUATION/MOVING UP CEREMONIES

- UNIT 1 – Regina Euann A. Puerto
Evangeline Christine B. Lozaldo
Ramonito Cortes/ Eflida Ulvida/Jeanette Quinto/Lorna Almeda
DPOs
- UNIT 2 - Edna E. Trinidad, Ed.D
Camela G. Lerio, Ph.D.
Gemmalynda Montenegro/Arlyn Sumabat/Lucena Estrada/Hilario Delos Reyes
DPOs
- UNIT 3 - Megenila C. Guillen, Ph.D.
Mercilita L. Peñaflores
Cynthia Acevedo/Loveleah Albarillo/Josephine Arroa/Norben Moldez/
Lily Ann Mendero/Ernie Barcena
DPOs
- UNIT 4 - Analiza G. Doloricon, Ed.D.
Marilyn V. Quinto, Ph.D.
Encarnacion Padua/Mariasol Yara/Familito Umapas/Aileen Glorina Abunda/
Anabelle Cubil/
DPOs
- UNIT 5 - Alexander D. Dapar, Jr.
Marieto Cleben M. Lozada
Vergil Eder/Lina Cuarez/Myrna Mozo/Merco Loren/Uldarico Luarez/
Analiza Guevarra/Brenda Adlawan
DPOs
- UNIT 6 - Antonio V. Salazar, Ed.D.
Celsa A. Casa, Ph.D.
Wilma Premarion/Myrna Lauron/Jay Dalman/Felisa Batistil/Jurissa Orquita/
Marilyn Bandola/Elizabeth Gardones/Edwin Espinola/Maximo Yparraguirre
DPOs
- PRIVATE SCHOOLS - Evangeline Christine B. Lozaldo
Venue: CID Office