



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

April 29, 2024

DIVISION MEMORANDUM

No. 216, s. 2024

**DIVISION CHECKING OF SCHOOL FORMS AND CONDUCT OF SCHOOL
YEAR-END RITES FOR SY 2023-2024**

To: Public Schools District Supervisor/ OICs
School Heads (Elementary and Secondary)
All Others Concerned

1. As per DO No. 22, s. 2023 titled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024 and DO No. 003, s. 2024, Amendment to DepEd Order No. 22, s. 2023, specifically nos.7, 26, and 28 shall be amended as follows:

Item 3, No. 7

7. The adjusted date of the End of School Year (EOSY) shall be May 31, 2024, Friday.

Item 3, No. 26

26. The **School Awards Committee** shall deliberate on awards and recognition **not later than Three (3) calendar days** before the EOSY Rites for the following: (a) learners who will receive recognition and awards, and (b) learners who are candidates for graduation.

Item 3, No. 28

28. The EOSY Break shall be from **June 1 to July 26, 2024, Friday.**

2. Item 4 of DO No. 003, 2024 stated pertinent sections of the Monthly School Calendar of Activities:

- **Quarterly Examination.** Quarterly examination shall be scheduled as follows:

Academic Quarter	Date
Academic Quarter 3	March 25 and 26, 2024
Academic Quarter 4	May 16 and 17, 2024

- **EOSY Rites.** The EOSY Rites shall be conducted from May 29 to 31, 2024. However, under exceptional circumstances, the schools may conduct the EOSY Rites on June 1, 2024, **Saturday**, only upon consultation with teachers and parents.

3. Relative to this, a Division orientation on **Key Performance Indicators (KPIs)** and **Checking of School Forms** shall be conducted on **May 2, 6, and 7, 2024 at CB Mall Event Center, Urdaneta City, Pangasinan.**

The following shall be the participants and schedules:

Activity	Participants	Date	Time
Orientation on the Checking of School Forms	Elementary (6th Congressional District) <ul style="list-style-type: none"> • LIS Coordinator (1 per school) • Grade 6 adviser (1 per school) • PSDSs of the 6th Congressional districts 	May 2, 2024	8:00 a.m.
	Elementary (4th and 5th Congressional Districts) <ul style="list-style-type: none"> • LIS Coordinator (1 per school) • Grade 6 adviser (1 per school) • PSDSs of the 4th and 5th Congressional districts 		1:30 p.m.
	Secondary Schools <ul style="list-style-type: none"> • LIS Coordinator (1 per school) • Grade 10 adviser (1 per school) • Asst. Principal/SHS Coordinator (1 per school) • Grade 12 adviser (1 per school) 	May 6, 2024	8:00 a.m.
Orientation on KPIs Reports and Consolidation	Secondary <ul style="list-style-type: none"> • Municipal Consolidator – KPI (1 per municipality) • School Head of the KPI Municipal Consolidator (1 per municipality) 	May 7, 2024	8:00 a.m.
	Elementary <ul style="list-style-type: none"> • District Consolidator – KPI (1 per District) 		
	Public Schools District Supervisors		

4. In compliance with DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms) consistent with DepEd Memorandum No. 37, s. 2022 (Resumption of Implementation of the Policy on Checking of School Forms as prescribed in DepEd Order 11, s. 2018, **the School-based checking of School Forms shall be conducted on May 22-24, 2024, and the Division checking of school forms shall be conducted by the Division Sub-Committee from July 1-5, 2024.** The venue of the division checking of school forms for the elementary schools is the district office/central school while the secondary is the secondary lead school in the municipality.

5. During the division checking of school forms by the Division Sub-Committee, it is expected that the School Forms Checking Report 1 (SFCR 1), enclosure 1, shall have been prepared and made available by the school heads on the day of the checking/review of the school forms. Moreover, the chair, PSDSs, of the Division Sub-Committee shall prepare the consolidated SFCR1 of all schools in his/her district and compute the District Accuracy Level to be recorded using the District School Forms Checking Report (SFCR2), enclosure 2. The SFCR2 for all Districts shall then be consolidated by the Chairman of the Division TWG as the basis for computation of the Division Accuracy Level to be recorded using the Division School Forms Checking Report (SFCR3), enclosure 3.
6. Below is the composition of the Division-Sub Committee, Division Checking Committee, and Division Technical Working Group

DIVISION SUB-COMMITTEE

- A. **Elementary**
 Chairman: Public Schools District Supervisor
 Vice-Chairman: Central School Principal
 Vice-Chairman: District LIS Coordinator
 Members: At least 3 elementary school heads
- B. **Secondary**
 Chairman: Public Schools District Supervisor
 Vice-Chairman: Secondary Lead School Principal
 Vice-Chairman: LIS Coordinator-Lead School
 Members: At least 3 secondary school heads

DIVISION CHECKING COMMITTEE

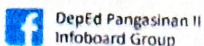
- Overall Chair: Dr. Cornelio R. Aquino, CID Chief
 Overall Vice Chair: Dr. Redentor B. Aquino, SGOD Chief
 Members
 PLANNING OFFICER
 PLANNING AND RESEARCH SEPS/EPS
 M & E SEPS/EPS
 DIVISION LIS COORDINATOR

DIVISION TECHNICAL WORKING GROUP

- Chairman: Mike D. Dacasin – EPS
 Vice-Chairman: Eugene M. Toralba – EPS
 Members: Maybelene C. Bautista – EPS
 Emeterio F. Soniega, Jr. – EPS
 Virgilio R. Barba – EPS
 Gloria I. Pernes – EPS
 Jupiter L. Petilla – EPS
 Lilibeth A. Daus – EPS
 Eddie M. Raguindin – EPS



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7. The review of the School Forms by the division sub-committee shall be done using random sampling as stated in DO 11, s. 2018. **Submission of the consolidated School Forms (hard copies), and KPIs (hard and soft copies) as enumerated during the Division Orientation on the Checking of School Forms on May 2, 6, and 7, 2024 is on or before July 26, 2024 at the CID office. Submission of the soft copy of the Key Performance Indicators (KPIs) is via the Messenger Group Chat "Dist Consol/CHIEF CID P2".**
8. School heads will submit a certification on the accuracy and completeness of the school forms to the chair of the Division Sub-committee before the checking/review of the school forms. Likewise, the chair of the Division Sub-Committee (PSDSs) will also submit a certification on the accuracy and completeness of the reviewed school forms to the chair of the Division TWG to the CID office.
9. Below is the composition of the Division Committee on Validation and Consolidation of School Forms and KPIs reports:
 - Overall Chairman: Mike D. Dacasin- EPS
 - Vice-Chair: Arnold P. Montemayor- HT III, Juan G. Macaraeg NHS
 - Vice-Chair: Flornelove R. Opiniano- MT II, San Quintin NHS
 - Vice-Chair: Rosita M. Tubice- MT I, San Jacinto NHS
 - Vice-Chair: Eden R. Barroga- MT I- Tayug NHS
 - Members: Aljon C. Tomeldan- SST I,
Benjie P. Bedonio- SST I, San Quintin NHS
Maritess P. Tabubuca- T III, Manaoag NHS
Jhona D. Capalto- T III, Juan G. Macaraeg NHS
10. Division, Municipal, and District consolidators of school forms, KPIs, and other related reports shall be granted Three (3) days of service credits following DO 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers).
11. Travel and other incidental expenses of the participants shall be charged to local school funds subject to the usual auditing and accounting procedures.
12. Immediate and wide dissemination of this memorandum is enjoined.

VIVIAN LUZ S. PAGATPATAN, CESO VI
OIC, Schools Division Superintendent

APPROVED FOR TRANSMISSION:

ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V