



Republic of the Philippines
Department of Education

Region III

SCHOOLS DIVISION OF NUEVA ECIJA

Old Capital Compound, Burgos Avenue, Cabanatuan City, 3100

DEP-ED-NUEVA ECIJA

DepEd
Tayo
PARA SA
EDUKASYON

RELEASED
FEB 13 2016

February 12, 2016

Division Memorandum
No. 55, s. 2016

RECORDS SECTION

SCHEDULE OF CHECKING OF FORMS IN ELEMENTARY AND SECONDARY SCHOOLS

To: **Assistant Schools Division Superintendents**
CID/SGOD Chiefs
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists II
Secondary School Principals
Head Teachers
Teachers/Class Advisers
All other concerned

1. This is to inform the elementary and secondary schools on the schedule of checking of all School Forms (SFs) and the pupils/students school forms for the School Year 2015-2016.
2. School forms of Grades 6 and 10 and Honor pupils/students will be checked by the Division Checking Committee on March 14-16, 2016. School forms of grades 1-5 and Grades 7-9 is set from April 4-8, 2016. The venue for checking of forms both in elementary and secondary levels shall be the district offices.
3. In SF 5, the signatories are identified as the following:

For Elementary	Prepared by:	Adviser
	Submitted by:	School Head
	Certified Correct:	PSDS
	Reviewed by:	SDO Representative (Monitoring Supervisor)
For Secondary	Prepared by:	Adviser
	Certified Correct and Submitted:	School Head/Principal
	Reviewed by:	SDO Representative (Monitoring Supervisor)
4. For the Number of school days as referred to DepEd Order No. 9, the Total Number of School Days is 201; 180 Teaching Learning Days (TLD) is non-negotiable. Local holidays (i.e. Nueva Ecija Day on September 2, Chinese New Year on February 8, etc.) officially declared shall be deducted from the total number of school days. However, elementary and secondary schools in the same district shall observe uniform number of school days and holidays. Class suspension and cancellation will not be deducted since these are replaced with make-up/Saturday classes. For other holidays, refer to DO No.9, s. 2015.
5. All forms checked must be attached with a Certification signed by the District Checking Committee Chair for the elementary and the School Head/Principal for the secondary attesting that Checking of forms was done in their levels.
6. Enclosure attached in this memorandum specified the dates of checking of forms and the Division Checking Committee members.
7. Immediate dissemination of and strict compliance among all concerned is earnestly desired.

R. A. Pozon

RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

MRC_Memo_Coding_Communication
CID-001_February_12_2016



DEPED NUEVA ECIJA
GREATER HEIGHTS

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No.	Districts	Date of Checking	Assigned Division Checking Committee Members
1	Aliaga	March 14-16, 2016	Robertita M. Fernando Beverly T. Mangulabnan Rowena M. Castillo, Ph.D. Mauricio F. Angeles, Ed.D. Marichele M. Merculio
2	Cuyapo I		
3	Cuyapo II		
4	Guimba East		
5	Guimba West		
6	Licab		
7	Nampicuan		
8	Quezon		
9	Sto. Domingo		
10	Talavera South		
11	Talavera North		
12	Zaragoza		Carmencita C. Gatmaitan Renato S. Tan, Ph D. Reynaldo S. Reyes Charina S. Sogue
13	Carranglan		
14	Llanera		
15	Lupao		
16	Pantabangan		
17	Rizal		
18	Talugtug		
19	Bongabon		Eva Fe F. Taclibon, Ph.D. Rose Marie Z. Burayag Cristina S. Chioco Erwin T. Donelo
20	Gabaldon		
21	Gen. Natividad		
22	Laur		
23	Sta. Rosa South		
24	Sta. Rosa North		
25	Palayan City		
26	Cabiao		Jayne M. Garcia, Ed.D. Windsor B. Flores, Ph. D. Catalina S. Patiag, Ph. D. Marjorie R. Caballero, Ph. D.
27	General Tinio		
28	Jaen I		
29	Jaen II		
30	Penaranda		
31	San Antonio		
32	San Leonardo		
33	San Isidro		