



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

Telephone: 044-462-1702 local 114. Website: www.deped-nc.net Email: nueva.ecija@deped.gov.ph

| 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 | | |