



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

July 5, 2023

DIVISION MEMORANDUM
CID No. 78 s. 2023

PREPARATION AND CHECKING OF SCHOOL FORMS AND TOTAL NUMBER OF SCHOOL DAYS FOR S.Y 2022-2023

TO: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Elementary and Secondary School Heads

1. This is pursuant to DO 11 s 2018, Guidelines on the Preparation and Checking of School Forms at the school and division levels observing parameters requiring all schools to conduct checking of forms in all classes for all grade levels and randomly selected classes for bigger schools except for small school category at the division level.

2. Anent this, all elementary and secondary school heads are directed to create their School Checking Committee (SCC) and conduct the checking of school forms. The Division Checking Committee (DCC) will validate SF 5, SF 9 and SF 10.

3. Below is the schedule for checking of School Forms at the Division Level and the total number of school days for School Year 2022-2023 for your reference.

1.1. Schedule of checking

Cluster	Date
Central and West Clusters	July 10, 2023
North Cluster	July 11, 2023
East Cluster	July 12, 2023
South Cluster	July 13, 2023
Secondary Cluster	July 14, 2023

1.2. Total Number of School Days

Month	Number of Actual School Days	Local Holidays	TOTAL
August	7	0	7
September	22	0	22
October	21	0	21
November	19	0	19
December	11	0	11
January	20	0	20
February	14	1 (Feb. 2-Patronal Fiesta)	13
March	22	0	22



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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April	17.5	0	17.5
May	22	0	22
June	21	0	21
July	5	0	5
TOTAL	201.5	1	200.5

4. The Division Checking Committee or its deputized checkers shall accomplish the School Checking Report Form (SCRF) 1b while the SCRF 3 shall be prepared and submitted by the DCC to the Office of the Schools Division Superintendent together with the narrative report.

5. Immediate and wide dissemination of this memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated

References: DO 11 s. 2018 and DO 34 s 2022

Allotment: None

To be indicated in the Perpetual Index under the following subjects:

FORMS BASIC EDUCATION DATA COMMITTEES REPORTS

ARGA/CID/Memo/Preparation and Checking of School Forms and Total Number of School Days for S.Y 2022-2023/July 5, 2023



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