




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum No. 54, s. 2014

To : District Heads
Public Elementary and Secondary School Heads
Private School Administrators

From :  **ISAGANI S. DELA CRUZ, CESO V**
Schools Division Superintendent

Subject : **2014 Division Checking of Promotional Reports for Grade 6 and Year 4 and the Ranking of Honor Pupils and Students SY 2013-2014**

Date : **February 17, 2014**

1. Per DepEd Order No. 10, s. 2013, SY 2013-2014 will end on **March 31, 2014**.
2. The **checking of forms for Grade Six and Fourth Year and ranking of honor pupils and students** (Graduating and Non-Graduating) will be on **March 17-21, 2014**.
 - 2.1 **Grade Six reports and ranking of honor pupils** will be checked by the **district pool of checkers**.
 - 2.2 **Fourth Year reports and ranking of honor students** will be checked by a **team of division education supervisors and/or coordinators**.
3. The following forms are needed during the checking:
 - 3.1 Form 18 E / Form 18 A
 - 3.2 Form 137
 - 3.3 Form 138
 - 3.4 Elementary Certificates / High School Diploma
 - 3.5 Ranking of Honor Pupils / Students with pertinent documents in three (3) copies
 - 3.6 Class Record
 - 3.7 Form 1
 - 3.8 Form 3 (for March)
 - 3.9 Form 20
 - 3.10 List of Graduates (First Name, Middle Initial and Family Name)
 - 3.11 Souvenir Program (Dummy)
4. The forms enumerated in number 3 must be **pre-checked and counter checked in the school level**.
5. Important dates to remember in the promotional report:

Front Page

Grade Six - March 29, 2014

Fourth Year - March 29, 2014

Back Page

Grade Six and Fourth Year

Year Ending - March 31, 2014

Date Submitted - March 31, 2014

Date Close of School Year - March 31, 2014





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6. Other matters to be observed:
 - 6.1 In the **elementary**, the words **First Honors** or **Second Honors** be written in **Gold** on the space provided in the **certificates and other forms such as Forms 137, 138, and 18 E**, while in the **secondary** the word **Valedictorian** and **Salutatorian** should be written in **Gold** in the **diploma and in other forms like Forms 137, 138 and 18 A**.
 - 6.2 The **principal** should **sign personally the certificates / diploma, facsimiles are NOT ALLOWED**.
 - 6.3 Whenever the **grade or year level is to be written in full** and **NEVER in Arabic or Roman Numerals**.
7. **Enclosure No. 1** is the **number of school days** per month and the total number of school days for SY 2013-2014.
Enclosure No. 2 is the **schedule of checking** of forms for **secondary**.
8. Immediate dissemination of this memorandum is highly desired.





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Enclosure No. 1 to Div. Memo No. 54, s. 2014

Number of School Days	
Month	Number of School Days
June	19
July	23
August	20
September	21
October	23
November	20
December	15
January	20
February	19
March	21
TOTAL	201 days

Note:

1. The number of school days was prescribed in DepEd Order No. 10, s. 2013.
2. Local and other national holidays not indicated in the calendar are still counted in the 201 total number of days. (reference: item number 6 of DepEd Order No. 10, s. 2013.)





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Enclosure No. 2 to Div. Memo No. 54, s. 2014

Schedule of Checking of Forms

Elementary

District	Date	Checker
East & West Maitum	March 17-21, 2014	District Pool of Checkers (<i>To be formed by the District Supervisor / Principal In-Charge</i>)
East & West Kiamba		
East & West Maasim		
East, North, South, & West Malungon		
East, West & Southwest Alabel		
Malapatan 1, 2 & 3		
Central, North, & South Glan		

Secondary

Cluster	Date	Venue	Checkers
MAKIMA	March 17-18, 2014	Kiamba NHS	Rebecca Gregorio Juliet Lomocso
ALABEL and MALAPATAN	March 19-20, 2014	Alabel Nat'l Science HS	Mario Donio Benjamin Apiado Araceli Dinopol Analiza Domingo Edie Nabor Camila Naive
MALUNGON	March 17-18, 2014	Malungon NHS	Reynaldo Tagala Laforeza Maguate
GLAN	March 19-20, 2014	Glan Padidu NHS	Cecille Leah Kimnon Shirley Cardinal Garelene Agnes Dona-al Aurelio Cagang Norma Obogon Bidaria Musa
March 21, 2014		Division Office	

