



March 10, 2016

Division Memorandum
No. 133 s. 2016

**CHECKING AND SUBMISSION OF GRADE SIX PUPILS CREDENTIALS
AS CANDIDATES FOR GRADUATION IN THE ELEMENTARY
LEVEL SCHOOL YEAR 2015 - 2016**

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads

1. In line with DepEd Order No. 7, s. 2016 entitled, "School Year (SY) 2015 -2016 End of School Year Rites", this Office mandated all District Supervisors/OICs/Caretakers and elementary school heads to conduct the checking of grade six pupils credentials who are candidates for graduation in the elementary level, school year 2015-2016.

2. The checking will be on the following manner;

School Level

Composition: Chairman - School Head/Principal
Vice Chairman - Teacher Designate Guidance Counselor
Members - Master Teachers, Teacher 3, 2 and 1
(discretion of the school head as to how many members to facilitate the checking)

District Level

Composition: Chairman - District Supervisor/OICs/Caretakers
Vice Chairman - District Guidance Coordinator/Teacher Designate Guidance Coordinator
Members - All School Heads

3. It is the discretion of the school head/principal to decide when to conduct the school checking in school while the district level will be that of the District Supervisor/OIC/Caretaker in which venue is District Office.

4. Documents to be checked are Form 137-A, School Report Card (Form 138) and the School Form 1 (School Register).

5. A summary report of the result of the school and district checking will be accomplished and be submitted to this Office three (3) days before the school's graduation day.

6. No closing/graduation ceremony shall be held unless all of the above stated credentials are checked in school and district and the summary report being submitted to the Division Office – c/o Mrs. Hermogena G. Miranda (for the North) and Mrs. Vicenta T Geraldzo (for the south).

7. Attached is the Template of the Summary Report of Grade VI pupils' evaluation as candidates for graduation school year 2015-2016 (Enclosure Nos. 1 & 2).

8. Immediate and wide dissemination of this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent 

Enclosure No. 1 Division Memo No. 133,s. 2016 .

**SUMMARY REPORT ON SCHOOL CHECKING OF THE GRADE VI PUPILS CREDENTIALS
AS CANDIDATES FOR GRADUATION IN THE ELEMENTARY LEVEL
SY 2015 -2016**

Name Of School _____

District _____

SECTION	Enrolment (Based on SF1)	Total No. of Grade VI Pupils As Eligible Candidates For Graduation		Remarks
		No.	Percentage	
Total				

Prepared/Submitted by: _____
Principal/School Head

Date Submitted: _____

Verified by: _____
District Supervisor/OICs/Caretakers

Date Verified: _____

**SUMMARY REPORT ON DISTRICT CHECKING OF THE GRADE VI PUPILS CREDENTIALS
AS CANDIDATES FOR GRADUATION IN THE ELEMENTARY LEVEL
SY 2015 -2016**

Name Of School _____

District _____

SCHOOL	Enrolment (Based on SF1)	Total No. of Grade VI Pupils As Eligible Candidates For Graduation		Remarks
		No.	Percentage	
OVER-ALL TOTAL				

Prepared/Submitted by: _____
District Supervisor/OICs/Caretakers

Date Submitted: _____

Verified by: _____
District Supervisor/OICs/Caretakers

Date Verified: _____

APPROVED:

**RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent**