



13 JUN 2017

Division Memorandum
No. 199, s. 2017

**CHECKING AND SUBMISSION OF GRADE SIX PUPILS CREDENTIALS
AS CANDIDATES FOR GRADUATION IN THE ELEMENTARY
LEVEL SCHOOL YEAR 2016-2017**

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

1. In line with DepEd Order No. 8, s. 2017, entitled "School Year (SY) 2016-2017 End of School Year Rites", this Office mandated all District Supervisors and elementary school heads to conduct the checking of grade six pupils' credentials who are candidates for graduation in the elementary level, this school year 2016-2017.

2. The checking will be on the following manner:

School Level Checking Committee

Composition: Chairman - School Head
Vice Chairman - Teacher Designate Guidance Counselor
Members - Master Teacher, Teacher 1, Teacher 2
(for small schools it is the discretion of
of the school head to decide as to
composition)

District Level Checking Committee

Composition: Chairman - District Supervisors
Vice Chairman - District Guidance Coordinator/Teacher
Designate District Guidance Coordinator
Members - All School Heads

3. The school head/principal will convene the members of the School Checking Committee to conduct the school checking in school as long as all documents are already ready within the expected time.

4. Documents to be checked are Form 137-A, School Report Card (Form 138) and the School Form 1 (School Register), Form 5, Elementary Certificate (Diploma) and NSO – Birth Certificate.

5. After school checking, the District Supervisor will convene the District Checking Committee to conduct the district level checking of the said school forms.
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 Education Program Supervisor - Jane O. Gurra. (Consolidated District Summary Report Template is hereto attached as Enclosure 1).
7. Immediate and wide dissemination of this Memorandum is directed.


RHEA MARIA ANGTUD, Ed.D, CESO VI
Schools Division Superintendent



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**CONSOLIDATED DISTRICT SUMMARY REPORT ON CHECKING OF THE
GRADE VI PUPILS CREDENTIALS AS CANDIDATES FOR
GRADUATION IN THE ELEMENTARY LEVEL
SY 2016-2017**

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: _____
Division Representative

Date verified: _____

APPROVED:


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

