



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBUPROVINCE

Sudlon, Lahug, CebuCity



March 28, 2017

Division Memorandum

No. 21, s. 2017

**FOLLOW-UP AND FINAL DIVISION CHECKING OF JUNIOR HIGH
SCHOOL RECORDS/ CREDENTIALS AND SUBMISSION
OF SUMMARY REPORT OF COMPLETERS
FOR MOVING UP SCHOOL YEAR
2016-2017**

To: Assistant Superintendents
Education Program Supervisors/Coordinators
District Supervisors
Secondary School Heads

1. This Office announces the conduct of Follow-Up And Final Division Checking Of Junior High School Credentials And Submission Of Summary Report Of Completers For Moving Up this School Year 2016-2017.

2. The records/ credentials to be checked are the following;

- Form 137-A (all entries/data/s asked shall be accomplished including the summary of subjects taken as requirement for moving up, grades/rating obtained in all subject areas duly signed by the Teacher Adviser)
- School Report Card (Form 138) (the grades /rating obtained or earned in subject areas shall be the same in the Form 137)
- School Form 1 (School Register),
- School Form 5 (Report On Promotion) – to be checked against the School Form 1
- Certificate Of Completion (Katunayan/Certificate) - this is be checked against the NSO – Birth Certificate and the School Form 5
- Summary Result of The Deliberation of the School Awards Committee with the General Average Grade and other supporting documents

3. The assigned Division Supervisors/Coordinators for checking are the following;

DIVISION SUPERVISORS	ASSIGNED AREA
1. Dr. Novie O. Mangubat 2. Mrs. Hermogena G. Miranda	Samboan, Boljoon, Oslob, Alcoy, Santander, Sibonga
3. Mrs. Evelyn F. Balang	Malabuyoc, Ginatilan, Badian, Moalboal
4. Dr. Corazon Pumar	Alegria, Alcantara, Ronda, Dumanjug, Barili
5. Mrs. Ma. Elena T. Paras	Dalaguete, Argao
6. Dr. Pamela A. Rodemeo	Minglanilla, San Fernando,
7. Mrs. Rosemary N. Oliverio	Borbon, Catmon, Compostela, Carmen
8. Dr. Gerardo S. Mantos	San Remigio, Tuburan, Sogod
9. Mrs. Rosanna U. Godinez	Medellin, Tabogon
10. Mrs. Araceli A. Cabahug	Daanbantayan, Tabuelan
11. Mrs. Juvimar E. Montolo	Santa Fe, Bantayan, Madridejos
12. Dr. Mary Ann P. Flores	Consolacion, Carmen, Cordova, Liloan
13. Mrs. Nenita G. Jaralve Assisted by:- Mrs. Imelda G. Margaja, Mrs. Zenifer L. Corpuz and Daphne T. Daño	Balamban, Asturias, Pinamungajan, Aloguinsan
14. Mrs. Jane O. Gurrea With the other members of the Committee on the checking of the Form 9	Camotes Island Schools

4. The checking will start on March 29, 2017 to April 5, 2017 or prior to date of the school's Moving Up Ceremony. All school heads concerned are advised to coordinate with the Division Personnel In-Charge to address some concerns relative to checking.

5. District Supervisors are requested to sit down and work with the secondary school heads to come-up the Consolidated Summary Report of Grade 10 Completers for Moving Up.

6. No moving up ceremony shall be held unless all of the above stated records/credentials are checked and the Summary Report being submitted by the District Supervisor to the Division Office – c/o Education Program Supervisor - Jane O. Gurrea. (Consolidated District Summary Report Template is hereto attached as Enclosure 1).

7. Division Supervisors /Coordinators who rendered service on Saturdays and Sundays shall be provided with Compensatory Time –Off (CTO) per CSC and DBM Joint Circular No. 2 s. 2004.

8. This Memorandum will serve as **"Authority To Travel"** to personnel involved in the checking of the said forms.

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


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



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**CONSOLIDATED SUMMARY REPORT OF GRADE 10
COMPLETERS FOR MOVING UP
SY 2016-2017**

District: _____

List of Secondary Schools	Enrolment (Based on SF1)	Total No. of Grade 10 Completers		Remarks (Reasons of not attaining 100% completion)
		No.	Percentage	
Over-All Total				

Prepared/Submitted by: _____
Public Schools District Supervisor

Date Submitted: _____

Verified by: _____
Division Representative

Date verified: _____

APPROVED:


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