



APRIL 17, 2017

Division Memorandum

No 257, s. 2017

**CHECKING OF LOWER GRADE LEVELS ((ELEMENTARY GRADES 1-5)
(JUNIOR HIGH SCHOOL GRADE 7- 9) ACADEMIC RECORDS
AND SUBMISSION OF A SUMMARY REPORT**

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

1. This Office announces the conduct of the Checking Of Lower Grade Level (Elementary Grades 1-5 and Junior High school Grades 7 -9) Academic Records and Submission of A Summary Report.

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/Municipal 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 effective immediately.

4. Documents to be checked are Form 137-A, School Report Card (Form 138) and the School Form 1 (School Register), Form 5, Grade Sheet and Class Record.

5. After school checking, the District Supervisor will convene the District/Municipal Checking Committee to conduct the district/municipal level checking of the said school forms.

6. **District supervisors are advised to submit a district/municipal consolidated summary report on total numbers of learners promoted per grade level/per school to this Office c/o Education Program Supervisor - Jane O. Gurra on or before April 25, 2017. (Consolidated District/Municipal Summary Report Template is hereto attached as Enclosure 1)**

7. Immediate and wide dissemination of this Memorandum is desired.


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Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____ s. _____

DISTRICT/ MUNICIPAL SUMMARY REPORT OF LEARNERS PROMOTED

Name Of District/ Municipality : _____

Level : Elementary ()

: Junior High ()

GRADE LEVEL	TOTAL ENROLMENT	TOTAL NUMBER OF PROMOTED	PERCENTAGE OF PROMOTION	REMARKS (Dropped, Retained, Failed, Others)
Total				

Prepared/Submitted By:

Public Schools District Supervisor

