



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF PAMPANGA

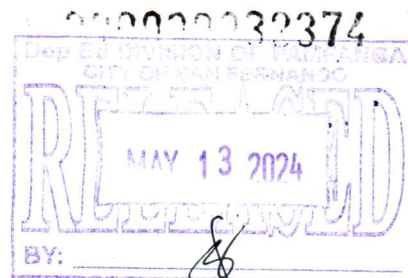
May 13, 2024

DIVISION MEMORANDUM

No. 283, s. 2024

**GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned



1. This Office reiterates the Guidelines on the Preparation and Checking of School Forms articulated in DepEd Order No.11, s. 2018 and directs all principals and school heads to **conduct school-based checking of school forms** which will be randomly checked and monitored by the Division Checking Committee particularly the Public Schools District Supervisors (PSDSs) prior to the moving up ceremonies and graduation days.
2. This activity will ensure that mechanisms and simplified procedures are adhered to promote principles of accountability, accuracy and reliability of data and efficiency.
3. PSDSs who are considered vice-chairs of the Division Checking Committee, are advised to plan for their schedules to monitor the school checking of school forms. Since Fourth Quarter Examinations are slated on May 16-17, 2024, possible dates for the school checking of forms shall commence from May 20-24, 27-28, 2024 particularly for the priority grades (Kindergarten, Grade 1, Grade 6, Grade 10, and Grade 12).
4. Since Education Program Supervisors and select PSDSs are still part of the Division Training on MATATAG Curriculum and hiring of teachers, principals and school heads are advised to create their teams in checking, and follow prescribe protocols in the preparation, evaluation, and updating of school forms.
5. Wide dissemination of this Memorandum is earnestly desired.

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