



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

March 14, 2025

DIVISION MEMORANDUM

No. 224, s. 2025

DIVISION SCHEDULES ON CHECKING OF SCHOOL FORMS FOR SY 2024-2025

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. To subscribe to the principles of accuracy and reliability of data, efficiency, and accountability stipulated in DepEd Order No. 11, s. 2018, this Office, through the Curriculum Implementation Division (CID) announces the Division Schedules on Checking of School Forms for SY 2024-2025 as follows:

Grade Levels	Date
Kinder, Grade 6, 10 & 12	April 10-11, 2025
Grades 1-5, Grades 7-9, 11	May 20-23, 2025

2. This Office recommends that for priority grades (Kinder, Grades 6, 10 & 12), Quarter 4 examination shall be conducted on April 1-4, 2025 instead of April 7-8, 2025 to give time for the computation of grades, final deliberation of honors and division checking of school forms prior to the moving up/graduation rites slated for April 14-15, 2025. For the other grade levels, continuation of division checking of school forms may be implemented on May 20-23, 2025 to adhere to DepEd Order No. 9, s. 2024 on 60-day Vacation for Teachers and Learners (paragraph no. 31) that *“the first 30 days of this break shall be designated as a period for teachers and learners to relax and enjoy well-deserved personal time without any school-related commitments. No mandatory or voluntary activities/work shall be given to teachers during the first 30-day period.”*
3. The division checking of school forms shall be conducted simultaneously per district managed by the Public Schools District Supervisor (PSDS) as Vice-Chair of the Division Checking Committee. Team of checkers may be selected/identified by the PSDSs to assist in this division activity. Other division officials, including Education Program Supervisors, may monitor the



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the conduct of this activity.

4. For teachers who will be involved in the division checking of school forms on May 20-23, 2025, school heads are designated to request for their teachers' vacation service credits as stipulated in the D.O 13, s.2024 titled Revised Guidelines on the Grant of Vacation Service Credits for Teachers, attested by the PSDSs.
5. This Memorandum shall serve as the travel order of all officials, school heads and teachers who will be part of this division activity.
6. Wide dissemination of this Memorandum to all concerned is earnestly desired.

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Schools Division Superintendent
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