



Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF BALANGA

**Office of the Schools Division
Superintendent**



DIVISION MEMORANDUM

No. 245, s. 2026

**CONDUCT OF THE DIVISION CHECKING OF SCHOOL FORMS
FOR SCHOOL YEAR 2025-2026**

To: Chief Education Supervisors
Education Program Supervisor
All Public and Private School Heads
Division Unit Heads
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2018 - Guidelines on the Preparation and Checking of School Forms, this Schools Division Office announces the Schedule on the Checking of School Forms in all public and private schools for SY 2025-2026 on May 11, 2026 to June 4, 2026.
2. This initiative aims to strengthen educational administration by providing essential technical support, establishing monitoring and evaluation protocols for the preparation and completion of school forms, and ensuring the accuracy of the Learner Information System (LIS) through the validation of DepEd-prescribed school forms.
3. All directives outlined in DepEd Order No. 11, s. 2018, titled Guidelines on the Preparation and Checking of School Forms, will be strictly adhered to and implemented.
4. A detailed schedule is attached as **Enclosure No. 1** for guidance and reference.
5. **School Forms to be Checked**

The checking shall include, but not limited to, the following LIS-generated forms:

- SF1 – School Register
- SF2 – Daily Attendance Report
- SF4 – Monthly Learner Movement
- SF5 – Report on Promotion and Level of Proficiency
- SF6 – Summarized Report on Promotion



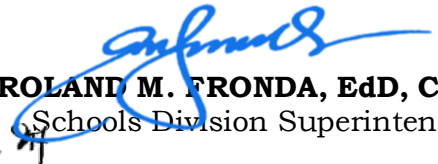
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- SF10 – Learner’s Permanent Academic Record

Only **system-generated forms from LIS** shall be used, and manual alterations are strictly prohibited. A digital copy of the accomplished and duly signed School Forms Checking Report (SFCR1) in PDF format shall be submitted via email to mylrose.felipe@deped.gov.ph.

6. Immediate dissemination of this Memorandum is directed.


ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent

Ref. No. SGOD-PAR-2026-007
S1/S3 May 5, 2026



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(Enclosure No. 1 to Division Memorandum No. ____, s 2026)

SCHEDULE OF CHECKING OF FORMS FOR SY 2025-2026

Date	Name of School
May 11-12, 2026	Tortugas IS Puerto Rivas ES M. delos Reyes Mem. ES M. P. Cuaderno Mem. ES Balanga ES Tuyo IS
May 13-14, 2026	City of Balanga NHS – JHS City of Balanga NHS – JHS Balanga City National Science NHS Tenejero IS
May 18 -19, 2026	Bagong Silang ES Bo. Central ES Bani IS 1Bataan Village City of Balanga NHS Cupang IS Catanging IS
May 20-21, 2026	G.L. David Mem. IS Our Lady of Lourdes ES Bataan NHS – JHS Bataan NHS – SHS
May 25-26, 2026	Dangcol NHS E. Bernabe ES Tanato IS Cabog-Cabog IS
May 27-28, 2026	The School for Creative Minds and Arts St. Joseph Child Development Center Maranatha Christian Academy St. Joseph City School of Balanga Bataan Maritime Institute
June 1-2, 2026	Jesus Is Lord Christian School Bataan Heroes College Bataan Angels Garden Abbywood Learning School of Bataan, Inc. Bataan Montessori School Inc.
June 3, 2026	Philippine Women's University - CDCEC Bataan Tomas del Rosario College Ecumenical Learning Center for Children
June 4, 2026	Eastwoods Academy of Science & Tech. ACLC College of Balanga Asia Pacific College of Advanced Studies Bataan Peninsula State University (Dinalupihan Campus)

(Note: This is subject to change based on the availability of school personnel and monitoring team.)



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