Department of Education

Region III

Division of City Schools

**DISTRICT NINE (9)**

Matimbo, City of Malolos, Bulacan

February 13, 2015

DISTRICT MEMORANDUM

No. 1 s. 2015

ANNUAL CHECKING OF FORMS AND RECORDS

School Year 2014-2015

To: All School Heads, Master Teachers

 All Others Concerned

1. The Annual Checking of Forms and Records of all pupils in the Elementary Level for School Year 2014-

 2015 will be conducted on the following dates:

 Honor Pupils (Graduating Pupils)

* February 18, 2015 – School Level
* February 23, 2015 – District Level – District office – 1:00 pm
* February 26, 2015 – Division Level – Venue: CMIS Sto. Rosario – 1:00 pm – 5:00 pm

Other Forms and Permanent Records (Graduating Pupils)

* March 5, 2015 – School Level
* March 6, 2015 – District Level – District office
* March 13, 2015 – Division Level – CMIS Sto. Rosario

2. Forms and permanent records of undergraduate pupils shall be checked by the

 District Checking Committee from March 23-26, 2015.

* March 20, 2015 – School Level – All Schools
* March 23, 2015 – District Level – Grade 1 – District Office
* March 24, 2015 Grade 2 & 3 – District office
* March 25, 2015 Grade 4 & 5 – District office
* March 26, 2015 – Submission of SF5 & SF6 – Division Office

3. The Division Checking Committee Chairpersons will serve as Division Representative to sign

 the SF5 & SF6 Forms for Elementary (Grades I-VI); Salvador B. Lozano.

4. Attached to this memorandum is:

 Enclosure No. 1: District Checking Committee & Division Checking Committee

5. Wide dissemination of this Memorandum is earnestly desired.

 NATALIA G. GUEVARRA, Ed. D.

 District Supervisor

Enclosure No 1 to District memorandum No. 1 s. 2015

DIVISION CHECKING COMMITTEE:

(District 6 to 10)

Chairman: Salvador B. Lozano

Members: Teresa R. Manlapaz

Benjamin L. Raymundo

Edna C. Diaz

DISTRICT CHECKING COMMITTEE

 (Honors and Graduating Pupils)

Over-All-Chairman: Dr. Natalia G. Guevarra

 District Supervisor

Chairman: Atilano G. Briones

 P-III

Members:

 Ma. Violeta C. Fernando Richard J. Santiago Raul T. Agarcio

 P-III P-II HT-III

DISTRICT CHECKING COMMITTEE

(Undergraduate Pupils – Grade I-V)

Grade I – Chairman: Richard J. Santiago Grade II – Chairman: Ma. Violeta C. Fernando

 Members: Sheila T. Ramos Members: Teresita A. Cruz

 Gloria B. Obias Minie S. Reyes

 Milanie N. Galang Reynalda J. Zaragosa

 Filipinas C. Cruz Elenita C. Dimagiba

Grade III – Chairman: Lydia R. Cruz Grade IV – Chairman: Raul T. Agarcio

 Members: Virginia O. Bautista Members: Ana Lorena S. Ramos

 Cornelia C. Golloso Melissa M. Paraiso

 Joy M. Avila Aileen N. Roque

 Myrna G. Javier Elenita S. Dayao

Grade V – Chairman: Atilano G. Briones

 Members: Jocelyn M. Borlongan

 Ma. Teresa A. de Leon

 Apolonio R. Reyes

 Annalie C. Cervantes

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Number of School Days for SY 2014-2015

(DepEd Order No. 18, s. 2014)

 June 2014 20

 July 22

 August 19

 September 22

 October 23

 November 20

 December 15

 January 2015 20

 February 20

 March 20

 **TOTAL 201**

* Classes started June 2, 2014
* Last Recitation day, March 27, 2015
* Graduation program shall commence from March 27-28, 2015