



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS NORTE**  
Laoag City

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**DIVISION MEMORANDUM**  
No. DM-CID-2020- 222

**TO :** PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS

**FROM :** *Joann A. Corpuz*  
JOANN A. CORPUZ EdD, CESO VI  
Schools Division Superintendent

**SUBJECT :** DIVISION ONLINE CHECKING OF PROMOTIONAL FORMS

**DATE :** April 16, 2020

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Due to the extended Enhanced Community Quarantine (ECQ) in Luzon, the Schools Division of Ilocos Norte (SDOIN) will conduct the division online checking of promotional forms of Grades 6, 10 and 12 to a limited number of schools. Priority participants in the activity are schools which can satisfy the following:

1. the school have conducted their school-level checking of promotional forms in the grade levels mentioned must have been conducted, either through online, unlimited voice calls or face-to-face mode:
2. the school head, advisers and other personnel have access to internet and are capable of using the Google Drive and any or all of the following applications - Google Hangout, Google Meet, Microsoft Teams, Work Chat, Messenger, Zoom; and
3. participating personnel should have Globe or Smart line which can be used for unlimited voice calls as alternative, if in case item 2 is not satisfied.

Attached are the guidelines to be followed, members of the Division Checking Committee, content diagram of school-uploaded files and flowchart of the process for reference.

Immediate and wide dissemination of this memorandum to all concerned is desired.



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## GUIDELINES ON THE CONDUCT OF THE DIVISION ONLINE CHECKING OF PROMOTIONAL FORMS FOR GRADES 6, 10 AND 12

1. The adviser shall scan or take a photo of the accomplished/downloaded copies of the following forms for the checking:
  - a. Birth Certificate
  - b. School Form 1 (SF 1) – School Register
  - c. School Form 5 (SF 5) – Report on Promotion and Level of Proficiency
  - d. School Form 9 (SF 9) – Report Card
  - e. School Form 10 (SF 10) – Learner's Permanent Academic Record
2. The school head shall scan or take a photo of the accomplished copy of the School Checking Report Form (SFCR 1) for the grade level(s) and class(es) to be checked.
3. The scanned/photographed documents shall be uploaded to the following Google Drive links and in their assigned district/municipality sub-folder:
  - a. North Unit (Elementary and Secondary Schools)
    - [bit.ly/sdoin-formchecking-northzone](https://bit.ly/sdoin-formchecking-northzone)
  - b. South Unit (Elementary and Secondary Schools)
    - [bit.ly/sdoin-formchecking-southzone](https://bit.ly/sdoin-formchecking-southzone)
  - c. East Unit (Elementary and Secondary Schools)
    - [bit.ly/sdoin-formchecking-eastzone](https://bit.ly/sdoin-formchecking-eastzone)
  - d. Central Unit (Elementary and Secondary Schools)
    - [bit.ly/sdoin-formchecking-centralzone](https://bit.ly/sdoin-formchecking-centralzone)
4. For consistency in the naming of files, the following shall be followed:
  - a. for SFCR1, file name template is **SFCR1**
  - b. for SF 1, file name template is **SF1**
  - c. for SF 5, file name template is **SF5**
  - d. for each SF 9 of a learner, file name template is (gender code and sequence number)\_(surname)\_(page number)  
Ex. **B1\_Antonio\_P1**
  - e. for each SF 10 of a learner, file name template is (gender code and sequence number)\_(surname)\_(page number)  
Ex. **G1\_Martinez\_P2**
  - f. for each PSA Birth Certificate of a learner, file name template is (gender code and sequence number)\_(surname)\_(page number)  
Ex. **G1\_Gonzales\_P1**
5. For ease of navigation and coherence, the files shall be placed in folders with the proper labelling.
  - a. A main folder shall be created with the folder name (name of school)\_(school ID)  
Ex. **BacarraCES\_100002**
  - b. Under the main folder, a sub-folder for each grade level shall be created. The folder name for each grade shall be (grade level)  
Ex. **Grade6**



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- c. Under the sub-folder for each grade level, a sub-folder for each of the section under the same grade level shall be created with the folder name (grade level)\_(name of section/class)  
Ex. **Grade6\_Hawk**
- d. Under the sub-folder for each section, three (3) sub-folders and three (3) files shall be placed.
  - 1 sub-folder with the folder name **SF10** where all the SF 10s of all learners under the section are placed
  - 1 sub-folder with the folder name **SF9** where all the SF 9s of all learners under the section are placed
  - 1 sub-folder with the folder name **BC** where all the PSA birth certificates of all learners under the section are placed
  - 1 file each for SCRF1, SF 1 and SF 5
6. Folders of each school shall be uploaded to the given Google Drive links starting April 16, 2020. School heads or advisers shall be informed by their respective monitoring supervisors on the schedule of the division online checking for their school's promotional forms. But primarily, sequence shall be on a 'first come, first serve' basis.
7. Assigned members of the online checking committee shall download the files for checking at least a day before checking proper for advance review of the forms.
8. Diploma/Certificate shall not be checked pending further instructions from higher authorities on the conduct of End of the School Year (EOSY) rites.
9. Online verification of the LIS-generated SF 1 and SF 5 shall be done by the Planning Officer and Education Program Specialist for Planning and Research. At least a day before the scheduled checking of forms of a school, they shall access the Google Drive link of the school for the verification. Verified SF 1 and SF 5 shall be informed to the respective secretariats of the sub-committees.
10. The platform for the online checking shall be agreed upon by the chair of the checking committee and the school head of the school to be checked of its promotional forms. Suggested applications to use are Google Hangout, Google Meet, Microsoft Teams, Work Chat, Messenger and Zoom. The use of other platforms aside from these are encouraged but it should be agreed upon by all participants in the checking.
11. During the checking, the three-strike policy shall still be applied. Usual errors in forms shall still be determined except the absence of signatures or initials. Missing signatures or initials, however, shall still be indicated in the checklist for checking as missing but shall not be classified as errors or mistakes. Other instances of errors or mistakes shall be determined by the sub-committees.
12. Actual signatures shall be affixed upon improvement of situations arising from the COVID crisis and when such shall be allowed by higher authorities. Errors found by the sub-committees on the forms should have been corrected or revised by the advisers and school heads by then.
13. In the event that online checking is not feasible to the school heads or advisers, telephone conferencing or voice calls may be utilized upon the agreement among participants. It is however, suggested that unlimited phone call promos be resorted to ease up on expenses involved.
14. For further clarifications, school heads shall contact their monitoring supervisors for assistance.



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**DIVISION CHECKING COMMITTEE FOR THE ONLINE CHECKING OF PROMOTIONAL FORMS  
FOR GRADES 6, 10 AND 12**

TASK OR DOCUMENT TO CHECK	UNIT ASSIGNMENT			
	NORTH	SOUTH	EAST	CENTRAL
Chair	Arnel S. Bandiola			
Vice-Chair	Lloyd C. Rosquita			
Co-Vice Chair	PSDS-In-Charge of the District			
SF 10	Martina R. Agullana	Arthur M. Llaguno	Jimmy F. Duropan	Editha R. Mabanag
SF 9	Epifanio G. Rico Jr.	Jerry G. Tabrilla	Milagros Sandra G. Malvar	Ritchelle B. Dejolde
SF 5	Ofe Rosal P. Acojido	Rosalinda P. Salmasan	Caroline P. Calili	Ruby B. Pascua
SF 1	Gene A. Reginaldo	Olivia N. Dalimot	Jenetrix T. Tumaneng	Leonilo A. Reginaldo
PSA Birth Certificate	Amalia S. Labi-i	Relly B. Dahilig	Remilyn S. Abrogena	Ursino C. Pascua
Secretariat/ SFCR1	Jannibal A. Lojero	Jacobino M. Galzote Jr.	Judelyn A. Duldulao	Maricel T. Bagundol
Verification of SF 1 and SF 5	Alfredo P. Medrano Erick L. Medrano			

REMARKS:

1. The PSDS-In-Charge of the District refers to the PSDS whose monitoring school is being checked. This means that the sitting Co-Vice-Chair for each sub-committee is determined by the school whose forms are being checked at that moment.
2. In-charge of SF 10 shall be the lead coordinator of the sub-committee in the checking activities. He/She will coordinate with the Co-Vice-Chair(s) on the preparatory activities and schedule of checking.
3. In-charge of SF 9 shall be the sub-committee co-lead coordinator. He will assist the lead coordinator and shall take-over his/her duties, if necessary.
4. The Co-Vice-Chair shall apply administrative measures if one or two members cannot participate in the checking with the concurrence of the other members.
5. SFCR1 shall reflect only the grade levels and classes/sections involved in the checking.
6. The Chair and Vice-Chair shall exercise supervision of sub-committees during the checkings.



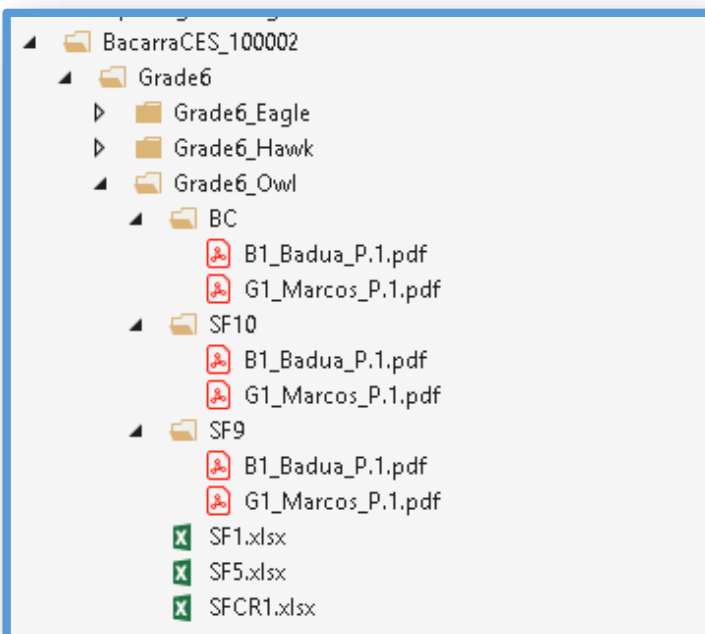
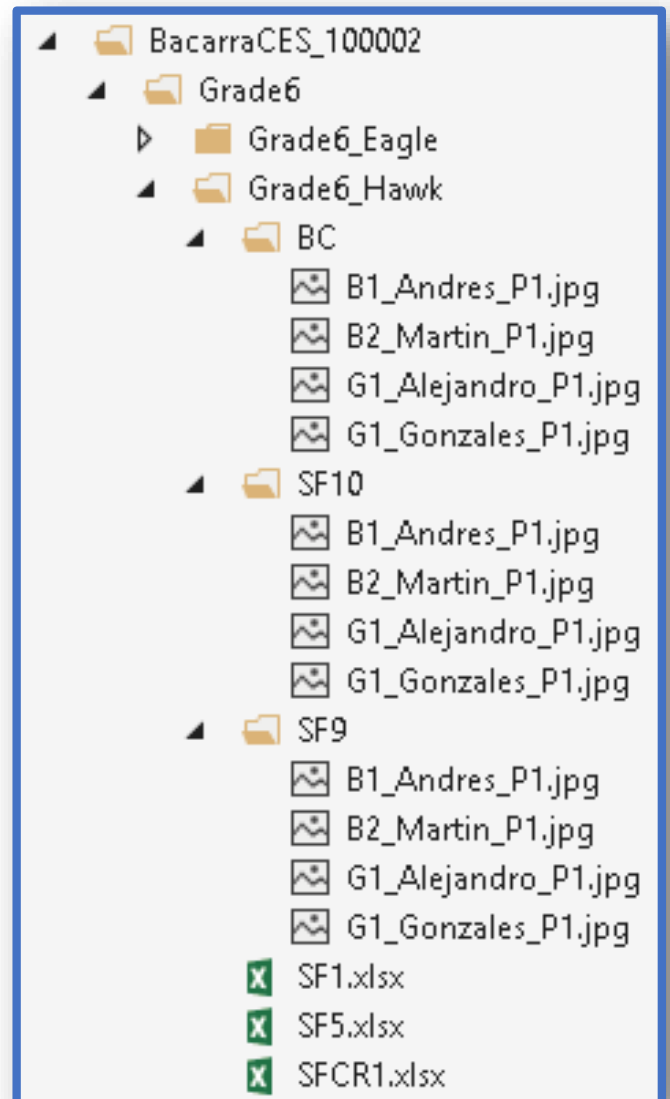
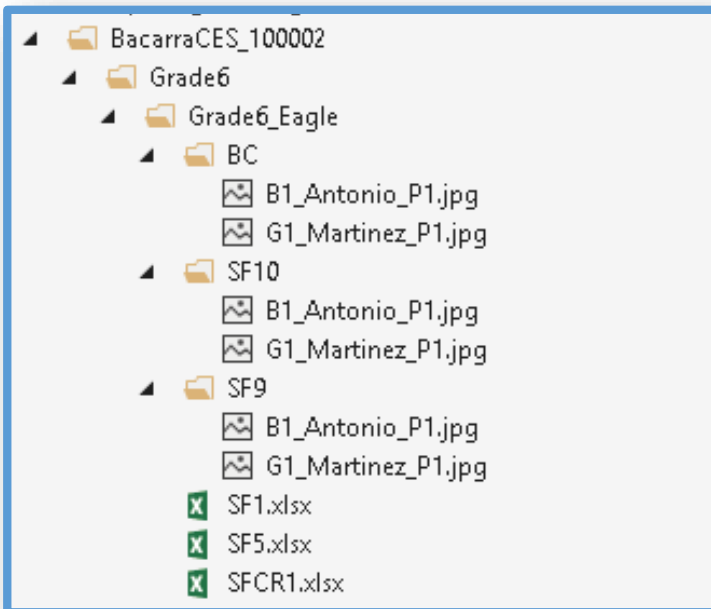
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## Sample arrangement / sequence of folders, sub-folders and files of a school when uploaded



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