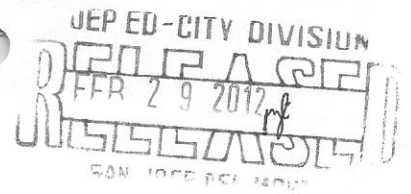




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte



February 23, 2012

**DIVISION MEMORANDUM**

No. 43, s. 2012

**ANNUAL CHECKING OF FORMS  
( SECONDARY LEVEL )**

**TO: Education Program Supervisors  
Public Secondary Principals/OICs**

1. This is to inform the field that the annual checking of forms and permanent records of all graduating students will be conducted in the City Division on the following dates:
  - March 12, 2012 - Honors
  - March 19, & 20, 2012 - All Forms of Graduating Students
2. Enclosure No. 1 is the schedule of checking and the Division Checking Committee.
3. Enclosure No. 2 is the number of class days for the School Year 2011-2012.
4. Before the division checking, it is suggested that all records and documents of graduating students be checked by the School Checking Committee. Follow the existing guidelines in the preparation of forms, DepEd Order No. 35, s. 2005, and DepEd Order No. 11 s. 2005. DepEd Order No.92, s. 2009 and DepED Order No. 79, s. 2009.
5. Wide dissemination of this Memorandum is desired.

  
DR. AMANCIO S. VILLAMEJOR JR., CESO IV  
Schools Division Superintendent 

**S E C O N D A R Y   L E V E L**

	HONORS	VENUE	OTHER FORMS	DIVISION CHECKING COMMITTEE
<b>FIRST GROUP</b> SJDMNTS SPNHS KHS, SMHS THS	March 12, 2012	Citrus High School	March 19, 2012 Venue- San Jose del Monte National Trade School (7:30 AM)	Chairman: Mrs. Ma. Corazon P. Loja EPS I - Mathematics  Members: Dr. Levy M. Avanceña EPS I - Araling Panlipunan Mrs. Corazon G. Ignacio EPS I - Filipino Ms. Pacita T. Cabanalan EPS I - PE & Health Mrs. Rebecca R. Zamora EPS I - Music & Arts Mrs. Esperanza Diaz Cruz EPS I - English (Elementary)
----- <b>SECOND GROUP</b> SJDMHS, PFNHS MHS, Citrus HS, Sto Cristo HS, Minuyan NHS, Graceville HS			March 20, 2012 Venue-San Jose del Monte High School (7:30 AM)	

**Number of Class Days for SY 2011 - 2012**

MONTH	NO. OF DAYS
<i>June 2011</i>	19
July	21
August	22
September	22
October	21
November	20
December	14
<i>January 2012</i>	21
February	21
March	21
<b>TOTAL</b>	<b>202</b>

→ June 20, 2012 - (Mon)  
150th birth anniversary of Dr. Jose Rizal

→ August 30, 2011- (Tues)  
Eid'l Fitr

→ October 31, 2011 (Mon)  
Special Non-Working Holiday

→ November 2, 2011 (Wed)  
Special Non-Working Holiday

→ November 7, 2011 (Mon)  
Eid'l Adha

→ January 23, 2012 (Mon)  
Chinese New Year

**Other Holidays:**

- August 29* - National Heroes Day (Regular Holiday)
- November 1* - All Saints' Day (Special Non-working Holiday)
- November 30* - Bonifacio Day (Regular Holiday)

**Other Information:**

Classes begin - June 6, 2011  
All forms must be dated March 30, 2012