



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

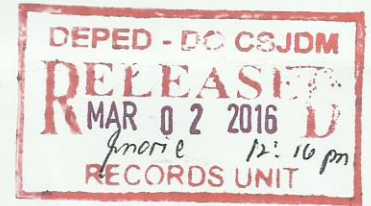


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February 29, 2015

Division Memorandum
No. 35 s. 2016

To: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads



DIVISION CHECKING OF RECORDS AND FORMS OF HONOR PUPILS AND ALL FORMS OF GRADES 1 TO 10

1. The Division Checking of honor pupils and all forms of Grade 6 & 10 shall be held by Districts/Group at the following venue:

Elementary Level:

Districts 1, 2, & 3 - Minuyan Elementary School
Districts 4, 5, & 10- Sapang Palay Proper Elementary School
Districts 6 & 8 -SJDM C/S
Districts 7 & 9 -Tungkong Mangga Elementary School

Secondary Level:

Group 1 - SJDM National Trade School
Group 2 - Towerville National High School
Group 3 - Muzon National High School

2. Enclosure no.1 is the composition of the Division Checking for elementary level.
3. The Division checking of grade 6 honor pupils and all grade 6 forms shall be held simultaneously on March 10, 2016 and on March 16 & 17 respectively.
4. Checking of forms for Grade 10 will be on March 14, 15, & 17 as provided in the attached Group Schedule (Enclosure no.2)
5. Grades 1 to 5 and grades 7 to 9 shall be checked by the School Checking Committee in every school after the last recitation day for school year 2015-2016.
6. All Checking Committees in the school level, district level and division level must adhere to the provisions stipulated in DepEd Issuances related to computation of grades and selection of honor pupils in both elementary and secondary level.
7. Wide dissemination of this memorandum to all concerned is desired.

G. H. Pascual

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

Enclosure 1 to Division memo no. 35s. 2016

The composition of Division Checking Committee:

a. Elementary:

Districts	Chairman	Members
1,2 , & 3	Cynthia V. Berdos	Ruby Cagadas Epifania F. de Leon Ma. Shirley A. Macawile Chito M. Reporen Julieta Y. Balita
4, 5, & 10	Corazon P.Loja	Corazon G. Ignacio Teresita S. Padilla Sofronio P. Macawile Ramiro M. Gacosta Nerliza P. Miranda
6 & 8	Esperanza Diaz-Cruz	Leny B. delos Reyes Lydia T. Velunta Flordeliza M. Limon Raul G. Panimbatan Marissa M. Solomon
7 & 9	Jennifer E. Quinto	Emmanuel de Mesa Dolores M. Lavilla Lourdes A. Solomon Dr. Lilybeth D. Dasco Genoveva R. Mendoza

Enclosure 2 to Division Memo No. 35s. 2016

**Secondary Level- Group/Cluster Schedule, Venue and Date of Grade 10
checking of all records and forms**

Cluster/Group	Schools	Venue	Date
First Group	SJDM Natl. Trade School Sapang Palay NH/S San Martin NHS Kaypian NHS Citrus NHS	SJDM National Trade School	March 14, 2016
Second Group	Towerville NHS Minuyan NHS Sto. Cristo HS Paradise Farms NHS Kakawate HS Graceville NHS	Towerville NHS	March 15, 2016
Third Group	Marangal HS San Manuel HS SJDM NHS Muzon NHS Muzon Harmony Hills HS SJDM Heights HS	Muzon NHS	March 17, 2016

Checking Committee:

Chairman: Corazon P. Loja –
EPS 1- Mathematics

Members: Corazon G. Ignacio
EPS I – Filipino
Ruby Cagadas
EPS I – TLE
Emmanuel V. De Mesa
EPS I -Araling Panlipunan