



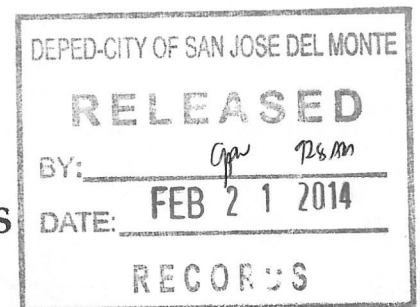
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



February 19, 2014


DIVISION MEMORANDUM
No. 25 , s. 2014

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



TO: Education Program Supervisors
Public Secondary Principals/OICs
All others co

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 3, 2014 - Honors
 - March 10 & 14, 2014 - 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 2013-2014.
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, DepED Order No. 79, s. 2009 and DepEd Order No. 4 s. 2014.
5. Wide dissemination of this Memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent

S E C O N D A R Y L E V E L

	HONORS	VENUE	OTHER FORMS	VENUE	DIVISION CHECKING COMMITTEE
FIRST GROUP SJDMENTS SPNHS, Minuyan HS, KHS, SMHS THS, PFNHS	3/3/2014 (7:30 AM)	San Jose del Monte HS	March 10, 2014 (7:30 AM)	San Martin HS	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 Mrs. Bernadete B. Rosaroso EPS I - PE & Health Mr. Marlon P. Daclis EPS I - English
SECOND GROUP SJDMS, CHS MHS, Kaypian HS Sto Cristo HS, Graceville HS, Marangal HS, Muzon Harmony Hills HS			March 14, 2014 (7:30 AM)	Citrus HS	

Number of Class Days for SY: 2013 - 2014

MONTH	NUMBER OF DAYS
<i>June 2013</i>	20
<i>July</i>	23
<i>August</i>	20
<i>September</i>	20
<i>October</i>	22
<i>November</i>	20
<i>December</i>	15
<i>January 2014</i>	20
<i>February</i>	20
<i>March</i>	21
TOTAL	201

→ **June 8** - General Assembly - Orientation on K to 12 Program (Saturday)

→ **Aug 10** - Culminating Performance/Distribution of F-138/ 2nd Parent-Teacher Conference-Tracking and Planning for Student Progress (Saturday)

Saturday Class (2 Days)

→ **Oct 19** - Culminating Performance/Distribution of F-138/ 2nd Parent-Teacher Conference-Tracking and Planning for Student Progress (Saturday)

→ **Jan 18** - Culminating Performance/Distribution of F-138/ 3rd Parent-Teacher Conference-Tracking and Planning for Student Progress (Saturday)

Jan 25 - Early Registration Day (Saturday)

→ **Saturday Class (2 Days)**

Holidays:

- June 12, 2013* - Independence Day (Regular Holiday)
- Aug 9, 2013* - Eid'l Fitr (Regular Holiday)
- Aug 15, 2013* - Bulacan Founding Anniversary (Special Non-Working Holiday in Bulacan)
- Aug 21, 2013* - Benigno "Ninoy" Aquino Day (Special Non-Working Day)
- Aug 26, 2013* - National Heroes Day (Regular Holiday)
- Aug 30, 2013* - Marcelo H del Pilar Day (Special Non-Working Holiday in Bulacan)
- Sept 10, 2013* - City Hood Anniversary (Special Non-Working Day in City of SJDM)
- Oct 15, 2013* - Eid'l Adha (Regular Holiday)
- Oct 28, 2013* - Barangay Election (Special Non-Working Holiday)
- Nov. 1, 2013* - All Saints Day (Special Non-Working Holiday)
- Nov 30, 2013* - Bonifacio Day (Regular Holiday - Saturday)
- Jan 23, 2014* - Philippine Republic Day (Special Non-Working Holiday in Bulacan)
- Jan 31, 2014* - Chinese New Year (Special Non-Working Day)
- Feb 3, 2014* - Ople Day (Special Non-Working Holiday in Bulacan)
- Feb 25, 2014* - EDSA Revolution Anniversary (Holiday for All Schools)

Other Information:

Classes begin - June 3, 2013

All forms must be dated March 31, 2014