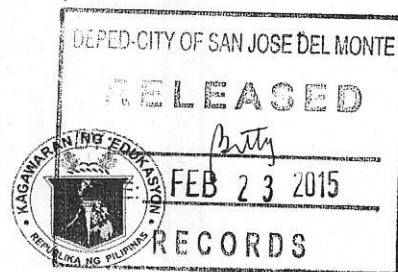




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



February 20, 2015

**DIVISION MEMORANDUM**  
No. 37 , s. 2015

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

**TO: Education Program Supervisors  
Public Secondary School Principals/OICs  
All Others Concerned**

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, 2015 - Honors
  - March 9 & 10, 2015 - All Forms of Graduating Students
2. Enclosure No. 1 contains the venues of checking and the Division Checking Committee.
3. 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. 11, s. 2005, DepEd Order No. 35 s. 2005, DepEd Order No.92, s. 2009, DepEd Order No.23, s. 2012, DepEd Order No. 49, s. 2013, DepEd Order No. 4, s. 2014 and DepEd Order No. 47, s. 2014.
4. Wide dissemination of this Memorandum is desired.

*gHPascual*  
**GERMELINA H. PASCUAL**  
Schools Division Superintendent *gHP*

S E C O N D A R Y      L E V E L

	HONORS	VENUE	OTHER FORMS	VENUE	DIVISION CHECKING COMMITTEE
<b>FIRST GROUP</b> SJDM Nat'l Trade Sch Sapang Palay NHS San Martin NHS Kaypian NHS Citrus NHS Towerville NHS Minuyan NHS Sto Cristo HS	March 3, 2015 (7:30 AM)	Kaypian NHS	March 9, 2015 (7:30 AM)	Sapang Palay NHS	Chairman:  Mrs. Ma. Corazon P. Loja EPS I - Mathematics  Members:  Mrs. Jennifer E. Quinto EPS I - Values Education  Mrs. Corazon G. Ignacio EPS I - Filipino  Mrs. Bernadete B. Rosaroso EPS I - MAPEH  Mr. Marlon P. Daclis EPS I - LRMS
<b>SECOND GROUP</b> Paradise Farms NHS Kakawate HS Marangal HS Graceville NHS SJDM NHS Muzon NHS Muzon Harmony HHS SJDM Heights HS			March 10, 2015 (7:30 AM)	Paradise Farms NHS	