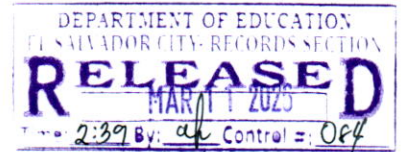




Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



March 10, 2026

DIVISION MEMORANDUM
 NO. 084, s. 2026

END OF THE SCHOOL YEAR 2025-2026 CHECKING OF SCHOOL FORMS,
 RITES SCHEDULES AND OTHER INFORMATION

To: Assistant Schools Division Superintendent
 Chiefs of CID and SGOD
 Education Program Supervisors
 All Public Elementary and Secondary School Heads
 All others concerned
 This Division

1. Pursuant to **DepEd Order No. 11 s. 2018** re: Guidelines on the Preparations and Checking of School Forms, the field is hereby directed to start the necessary preparations for the End-of-the-School Year requirements related to the checking of school forms and awards.

2. Specifically, the field is informed of the following:

a. **Number of classes to be checked per school per grade level** (After the checking of the School Forms, the schools are required to submit a signed copy of SFCR1 while the Education Program Supervisor are required to submit a signed copy the SFCR2 to the planning unit. Forms can be downloaded through <https://tinyurl.com/mspusym8>)

School	Combined Enrollment of Priority Grade Level & % of Classes to be Checked	Classes to be Checked (Priority Grade Level)	Other Classes to be Checked	In-Charge
AMOROS ES	241 (50%)	Kinder – 1 Grade 1- 2 Grade 6 – 1	Grade 2 – 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Anabelle M. Mamaclay
BDIANGON ES	46 (100%)	Kinder – 1 Grade 1-1	Grade 2 – 1 Grade 3 – 1	Jovit D. Comon



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School	Combined Enrollment of Priority Grade Level & % of Classes to be Checked	Classes to be Checked (Priority Grade Level)	Other Classes to be Checked	In-Charge
			Grade 4 – 1 Grade 5 – 1	
BOLISONG ES	81 (100%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 – 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 2	Lina C. Bejiga
COGON ES	198 (50%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 2 Grade 5 – 1	Roque R. Sabasaje
COGON NHS	730 (20%)	Grade 7 – 2 Grade 10 – 2 Grade 11 – 2 Grade 12 – 2	Grade 8 – 1 Grade 9 – 1	Lina C. Bejiga
EL SALVADOR CITY CENTRAL SCHOOL	491 (30%)	Kinder – 2 Grade 1- 2 Grade 6 – 2	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Vanity Jade C.Lazaga
EL SALVADOR CITY NHS	458 (30%)	Grade 7 – 2 Grade 10 – 2 Grade 11 – 2 Grade 12 – 2	Grade 8 – 1 Grade 9 – 1	Genevieve E. Lusterio
HIMAYA ES	141 (50%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Genevieve E. Lusterio
HIMAYA NHS	205 (50%)	Grade 7 – 1 Grade 10 – 1 Grade 11 – 1 Grade 12 – 1	Grade 8 – 1 Grade 9 – 1	Margie R. Valmorla
HINIGDAAN ES	127 (50%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Melanie M. Ligutom
HINIGDAAN NHS	276 (50%)	Grade 7 – 1 Grade 10 – 1	Grade 8 – 1 Grade 9 – 1	Melanie M. Ligutom



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School	Combined Enrollment of Priority Grade Level & % of Classes to be Checked	Classes to be Checked (Priority Grade Level)	Other Classes to be Checked	In-Charge
		Grade 11 – 2 Grade 12 – 2		
KALABAYLABAY IS	286 (50%)	Kinder – 1 Grade 1- 1 Grade 6 – 1 Grade 7 – 1 Grade 10 – 1 Grade 11 – 1 Grade 12 – 1	Grade 2 – 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1 Grade 8 – 1 Grade 9 – 1	Roque R. Sabasaje
KIBONBON ES	98 (100%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Marie Jade A. Cacayan
MOLUGAN CS	438 (30%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Jovit D. Comon
MOLUGAN NHS	826 (30%)	Grade 7 – 2 Grade 10 – 2 Grade 11 – 2 Grade 12 – 2	Grade 8 – 2 Grade 9 – 2	Lorna H. Estrosas
PEDRO SA. BACULIO ES	154 (50%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Melanie M. Ligutom
SAMBULAWAN ES	80 (100%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 - 1 Grade 3 – 1 Grade 4 – 1 Grade 5 – 1	Anabelle M. Mamaclay
SAMBULAWAN NHS	156 (50%)	Grade 7 – 1 Grade 10 – 1 Grade 11 – 1 Grade 12 – 1	Grade 8 – 1 Grade 9 – 1	Anabelle M. Mamaclay
SAN FRANCISCO DE ASIS ES	105 (50%)	Kinder – 1 Grade 1- 1 Grade 6 – 1	Grade 2 – 1 Grade 3 – 1 Grade 4 – 1	Marie Jade A. Cacayan



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School	Combined Enrollment of Priority Grade Level & % of Classes to be Checked	Classes to be Checked (Priority Grade Level)	Other Classes to be Checked	In-Charge
			Grade 5 - 1	
SAN FRANCISCO DE ASIS NHS	116 (50%)	Grade 7 - 1 Grade 10 - 1 Grade 11 - 1 Grade 12 - 1	Grade 8 - 1 Grade 9 - 1	Marie Jade A. Cacayan
SINALOC ES	207 (50%)	Kinder - 1 Grade 1- 1 Grade 6 - 1	Grade 2 - 1 Grade 3 - 1 Grade 4 - 1 Grade 5 - 1	Genevieve E. Lusterio
SINALOC NHS	155 (50%)	Grade 7 - 1 Grade 10 - 1 Grade 11 - 1 Grade 12 - 1	Grade 8 - 1 Grade 9 - 1	Lorna H. Estrosas
TAYTAY ES	194 (50%)	Kinder - 1 Grade 1- 1 Grade 6 - 1	Grade 2 - 1 Grade 3 - 1 Grade 4 - 1 Grade 5 - 1	Vanity Jade C. Lazaga
ULALIMAN ES	104 (50%)	Kinder - 1 Grade 1- 1 Grade 6 - 1	Grade 2 - 1 Grade 3 - 1 Grade 4 - 1 Grade 5 - 1	Lorna H. Estrosas

b. Number of class days. Please refer to DepEd Order No. 012 s. 2025

c. Composition of the division checking committee

Designation	Name/Office
Chairman	Ninian A. Alcasid
Vice-Chairman	Rolly B. Labis
Members	Education Program Supervisors (CID)
	Education Program Supervisor (SGOD)
	Planning Officer III
	SEPS, SMME



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d. EOSY Rites schedules. Please see Attachment A.

e. Other Information


In the Conferment of Academic Excellence Awards, the announcements of names of awardees in each category (i.e. With Honors, With High Honors, With Highest Honors) shall be done in alphabetical order to observe fair, impartial and non-hierarchical manner of presenting the awardees." (Reference: **DepEd Order No. 018, s. 2021, titled "Guidelines on Giving of Awards and Recognition in Light of the Basic Education Learning Continuity Plan for School Year 2020-2021)**

Academic Excellence Award and Technical Specifications of Medals, please refer to DepEd Order 18 s. 2021 and Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program, please refer to **DepEd Order No. 36 s. 2016**

In the SF-9 and SF-10, "**Passed**" should be used for learning areas and "**Promoted**" shall be used for the general average description.

The Final Grade in each learning area and the General Average are reported as whole numbers (Reference: **DepEd Order No. 8 s. 2015, Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program)**

3. This office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent





Republic of the Philippines
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ATTACHMENT A.

Schools	Dates	Time-Start	Time-End	Venue	Conferring Authority	EOSY Rite
Amoros ES	March 30, 2026	7:00	9:30	Amoros Elementary School Covered Court	Ninian A. Alcasid	Kindergarten Moving-Up
Amoros ES	March 30, 2026	9:30	12:00	Amoros Elementary School Covered Court	Ninian A. Alcasid	Grade 6 Graduation
Badiangon ES	March 30, 2026	8:30	9:30	Badiangon Elementary School	Jovit D. Comon	Kindergarten Moving-Up
Bolisong ES	March 31, 2026	10:30	11:30	Bolisong Elementary School Ground	Analyn G. Fabria	Kindergarten Moving-Up
Bolisong ES	March 31, 2026	8:30	10:30	Bolisong Elementary School Ground	Analyn G. Fabria	Grade 6 Graduation
Cogon ES	March 30, 2026	7:00	9:30	Cogon Elementary School	Lorna H. Estrosas	Kindergarten Moving-Up
Cogon ES	March 30, 2026	10:00	12:00	Cogon Elementary School	Lorna H. Estrosas	Grade 6 Graduation
Cogon NHS-JHS	March 31, 2026	8:30	11:00	School Covered Court	Lina C. Bejiga	Grade 10 Completion
Cogon NHS-SHS	March 31, 2026	1:00	5:00	School Covered Court	Lina C. Bejiga	Grade 12 Graduation
El Salvador CS	March 30, 2026	9:30	10:30	ECCS Covered Court	Vanity Jade C. Lazaga	Kindergarten Moving-Up
El Salvador CS	March 30, 2026	1:00	2:30	ECCS Covered Court	Jovit D. Comon	Grade 6 Graduation
El Salvador City NHS-JHS	March 30, 2026	2:00	4:00	School Covered Court	Genevieve E. Lusterio	Grade 10 Completion
El Salvador City NHS-SHS	March 30, 2026	9:00	11:00	School Covered Court	SDS Randolph B. Tortola	Grade 12 Graduation
Himaya ES	March 30, 2026	8:30	10:00	Himaya ES Covered Court	Genevieve E. Lusterio	Kindergarten Moving-Up
Himaya ES	March 30, 2026	10:00	12:00	Himaya ES Covered court	Genevieve E. Lusterio	Grade 6 Graduation
Himaya NHS	March 30, 2026	1:00	4:30	School Ground/Covered Court	Margie R. Valmoria	Grade 10 Completion
Himaya NHS	March 30, 2026	8:30	11:00	School Grounds	Margie R. Valmoria	Grade 12 Graduation
Hinigdaan ES	March 30, 2026	8:30	9:30	Hinigdaan ES Covered Court	Melanie M. Ligutom	Kindergarten Moving-Up
Hinigdaan ES	March 30, 2026	10:00	12:00	Hinigdaan ES Covered Court	Melanie M. Ligutom	Grade 6 Graduation
Hinigdaan NHS-JHS	March 31, 2026	8:30	10:30	Brgy. Hinigdaan Covered Court	Melanie M. Ligutom	Grade 10 Completion



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Hinigdaan NHS-SHS	March 31, 2026	1:00	3:00	Brgy. Hinigdaan Covered Court	Melanie M. Ligutom	Grade 12 Graduation
Kalabaylabay IS	March 30, 2026	1:00	3:00	KaIS Covered Court	Roque R. Sabasaje	Grade 6 and Grade 12 Graduation
Kalabaylabay IS	March 30, 2026	8:30	10:00	KaIS Covered Court	Roque R. Sabasaje	Kindergarten Moving-Up
Kalabaylabay IS	March 30, 2026	10:30	12:00	KaIS Covered Court	Roque R. Sabasaje	Grade 10 Completion
Kibonbon ES	March 30, 2026	8:30	10:00	School Covered Court	Marie Jade A. Cacayan	Kindergarten Moving-Up
Kibonbon ES	March 30, 2026	10:00	12:00	School Covered Court	Marie Jade A. Cacayan	Grade 6 Graduation
Molugan CS	March 30, 2026	10:30	12:00	Molugan Central School	Jovit D. Comon	Kindergarten Moving-Up
Molugan CS	March 30, 2026	1:30	3:00	Molugan Central School	Vanity Jade C. Lazaga	Grade 6 Graduation
Molugan NHS-JHS	March 31, 2026	8:30	11:30	MNHS Covered Court	Lorna H. Estrosas	Grade 10 Completion
Molugan NHS-SHS	March 31, 2026	1:00	4:00	MNHS Covered Court	Lorna H. Estrosas	Grade 12 Graduation
Pedro Sa. Baculio ES	March 30, 2026	10:30	11:30	Brgy. Bolobolo Covered Court	Rolly B. Labis	Kindergarten Moving-Up
Pedro Sa. Baculio ES	March 30, 2026	9:00	10:30	Brgy. Bolobolo Covered Court	Rolly B. Labis	Grade 6 Graduation
Sambulawan ES	March 30, 2026	1:00	2:00	Sambulawan ES Covered Stage	Anabelle M. Mamaclay	Kindergarten Moving-Up
Sambulawan ES	March 30, 2026	2:00	4:00	Sambulawan ES Covered Stage	Anabelle M. Mamaclay	Grade 6 Graduation
Sambulawan NHS	March 30, 2026	10:00	12:00	Brgy. Sambulawan Covered Court	Anabelle M. Mamaclay	Grade 10 Completion/Grade 12 Graduation



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San Francisco De Asis NHS-JHS	March 31, 2026	8:30	11:30	Bgry Covered Court	Carmille V. Gahay	Grade 10 Completion
San Francisco De Asis NHS-SHS	March 31, 2026	1:30	4:30	Brgy Covered Court	Carmille V. Gahay	Grade 12 Graduation
San Francisco De Asis ES	March 30, 2026	8:30	9:30	San Francisco de Asis ES Covered Court	Carmille V. Gahay	Kindergarten Moving-Up
San Francisco De Asis ES	March 30, 2026	10:00	12:00	San Francisco de Asis ES Covered Court	Carmille V. Gahay	Grade 6 Graduation
Sinaloc NHS-SHS	March 31, 2026	1:30	3:30	Sinaloc Elementary School Covered Court	Rolly B. Labis	Grade 12 Graduation
Sinaloc NHS-JHS	March 31, 2026	9:00	11:00	Sinaloc Elementary School Covered Court	Rolly B. Labis	Grade 10 Completion
Sinaloc ES	March 30, 2026	8:30	9:30	Sinaloc Elementary School Covered Court	Lina C. Bejiga	Kindergarten Moving-Up
Sinaloc ES	March 30, 2026	10:00	12:00	Sinaloc Elementary School Covered Court	Lina C. Bejiga	Grade 6 Graduation
Ulaliman ES	March 31, 2026	9:00	10:00	Barangay Ulaliman Covered Court	Ninian A. Alcasid	Kindergarten Moving-Up
Ulaliman ES	March 31, 2026	10:30	11:30	Barangay Ulaliman Covered Court	Ninian A. Alcasid	Grade 6 Graduation
Taytay ES	March 31, 2026	8:30	9:30	Taytay ES Covered Court	Vanity Jade C. Lazaga	Kindergarten Moving-Up
Taytay ES	March 31, 2026	10:30	12:00	Taytay ES Covered Court	Vanity Jade C. Lazaga	Grade 6 Graduation



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