



Republic of the Philippines
Department of Education
Region III – Central Luzon
Schools Division of Bulacan
SAN ILDEFONSO NORTH DISTRICT

Office of the District Supervisor

District Letter No. 15 s. 2026

To: All SCHOOL HEADS
All Other Concerned

Subject: Schedule of School and Division Checking of Forms

Date: February 18, 2026

1. In line with the preparation and accomplishment of school forms for the End of School Year 2025 - 2026, this Office announces the specific Guidelines on the Conduct of the School and Division Level Checking of Forms in the Public Elementary and Secondary Levels for School Year 2025-2026.
2. All policy guidelines stipulated in the DepEd Order No. 11, s. 2018 titled "Guidelines on the Preparation and Checking of School Forms" shall be strictly observed.
3. In accordance with DepEd Order No. 012, s. 2025, titled "Multi-year Implementing Guidelines on the School Calendar and Activities," the Academic Year 2025-2026 shall officially conclude on March 31, 2026, comprising a total of 197 school days. Consequently, all provisions outlined in the aforementioned DepEd School Calendar shall be strictly adhered to, unless otherwise amended.
4. Templates of Diploma and Moving Up certificates for Kindergarten, Grade 6, 10, and 12 Graduates/Completers shall be prepared following the prescribed format stipulated in the DepEd Order No. 31, s. 2019, entitled The Department of Education Service Marks and Visual identity Manual pages 42-46.
5. For evaluation purposes as to correctness of contents of Diplomas and Moving Up certificates, Public Schools District Supervisors shall place their initials below the name of the School Division Superintendent (SDS) in the aforesaid completion certificates/diplomas in the Elementary Level and Division Education Program Supervisors in the Secondary Level (Alaga Districts).
6. Moving Up certificates/diplomas of Kindergarten, Grade 6, and 10 learners shall be prepared by the schools with the digital signature of the SDS. Districts and schools must submit to the Division Office a letter of request for the copy of said SDS's e-signature together with the duly accomplished Affidavit of Undertaking and an empty Flash drive to get the said electronic signature at the IT Office.
7. The giving of awards and recognition for kindergarten and Grades 1 to 6 learners shall be in accordance with the DepEd Order 36, s. 2016, titled Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program.



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8. Henceforth, the Public Schools District Supervisors (PSDS) are tasked with fully managing, coordinating, and monitoring the conduct of the School and Division Level Checking of Forms at the Elementary Level, in collaboration with the elementary school heads of the clustered schools within their districts. Also designated to represent the Schools Division Superintendent in the conduct of the End-of-School Year Rites, including the confirmation of K to 12 graduates and the moving-up completers.
9. For public schools, all Forms shall be dated **March 31, 2026**.
10. This Memorandum serves as travel authority for the participants involved in the activity.

ANA-LIZA M. VILLANUEVA, EdD
Public Schools District Supervisor



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**SCHEDULES OF THE DIVISION AND SCHOOL LEVEL CHECKING OF FORMS AND
OTHER ACTIVITIES AS FOLLOWS:**

Date	Activities
March 19-20, 2026	Academic Quarter 4 Examination (Kinder to Grade 6)
March 23-24, 2026	Final Deliberation of Honors (Awards and Recognition)
March 24-25, 2026	School Level Checking of Forms (Kinder to Grade 6)
March 26-27, 2026	Division Level Checking of Forms March 26 – Kinder and Grade VI March 27 – Grade I – Grade V
March 30-31, 2026	End of School Year Rites and Recognition
April 1, 2026	Parent Teacher Conference and Distribution of Cards
April 10, 2026	Submission of the digital copy of the following School Forms from the School Level to the Division Office via Google Forms: 1.School Form 4 2.School Form 5 3.School Form 6 4. SFCR 1 5. SFCR 2 6. List of K-12 Academic Awardees The aforesaid documents shall be submitted in PDF format with digital signatures. The Google Form link shall be sent later through the Planning Officer.
On or before April 20, 2026	Submission of one (1) printed copy of SFCR 1 from the Elementary and Secondary Schools to the District Office for the Preparation of SFCR 2 (c/o) PSDSs
On or before April 22, 2026	Submission of one (1) printed copy of SFCR 2 (consolidated copy of elementary and secondary schools within the district) from the District Office (c/o PSDSs) to the Division Office
On or before April 29, 2026	Preparation of SFCR 3 by the Division Checking Committee



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SIGNATORIES OF SPECIFIC SCHOOL FORMS

School Forms	Signatories
School Form 5 and 6, SFCR 1-1a	School Checking Committee SCC Chairman: School Head Vice Chairs: School ICT Coordinator Members: Class Adviser / School Forms Coordinator
SFCR 1-1b (to be prepared by the Deputized Division Checking Committee)	Elementary and Secondary Levels (During Division Level Checking of Forms) Deputized Division Checking Committee: 5 Personnel who will check the randomly selected sections/ grade levels
SFCR 2 (The SFRC 2 shall be prepared and submitted by the PSDSs based on the submitted SFRC 1-1b of all elementary schools within the district and shall be prepared and submitted by the School Head.)	Deputized Division Checking Committee: Elementary Level: Chair: ANA-LIZA M. VILLANUEVA, EdD Public Schools District Supervisor Vice Chair: ESPERANZA V. DIOQUINO District School Forms Adviser 1. RACHEL V. PASCUAL District School Forms Coordinator 2. RIZZA P. SARANILLA District ICT Coordinator 3. OLIVIA O. FERRER, PhD Principal III ALICIA M. SACDALAN, PhD Principal III



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SCHOOL CALENDAR (NUMBER OF SCHOOL DAYS PER MONTH)

Month	Number of School Day
June	11
July	23
August	20
September	22
October	23
November	21
December	14
January	21
February	19
March	23
Total	197



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SELECTION OF CLASSES FOR CHECKING OF FORMS

Size of School Based on the combined enrollment in the priority grade levels	Priority Grade Level			Estimated Minimum No. of Cases	Other Grade Levels
	Percentage				
Very small 99 and below	100%			All	2
Small 100 to 299	50%			4	2
Medium (300 to 499)	30%			5	2
Large (500 to 799)	20%			6	3
Very Large (800 to 999)	10%			7	4
Huge (1000 to above)	5%			8	5
Name of School	Kinder and Grade 6			Grades 1-5	
	No. of Pupils	No. of Classes to be checked		No. of Pupils	No. of Classes to be checked
		Kinder	Grade 6		
1.Anyatam	192	1	1	550	2
2.Bubulong Malaki	75	1	1	179	2
3.Bubulong Munti	93	1	1	285	2
4. Buhol na Mangga	34	1	1	96	1
5.Bulusukan	71	1	1	215	2
6.Calasag	150	1	1	335	2
7. Calawitan	94	1	1	259	2
8. Garlang	48	1	1	157	2
9.Lapnit	83	1	1	179	2
10.Makapilapil	83	1	1	222	2
11.Mataas na Parang	73	1	1	228	2
12.Nabaong Garlang	68	1	1	176	2
13.Pulong Tamo	64	1	1	177	2
14.San Idefonso	328	2	2	874	2
15.San Juan	59	1	1	197	2
16. Sta, Catalina Bata	84	1	1	233	2
17. Sta. Catalina Matanda	91	1	1	228	2
18. Sumandig	60	1	1	135	2
19.Telapatio	42	1	1	91	1
20. Umpucan	81	1	1	212	2



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SCHOOL/DIVISION CHECKING COMMITTEE

Group A	Group B	Group C	Group D
Chairman: Arleen M. Porras, PhD	Chairman: Olivia O. Ferrer, PhD	Chairman: Alicia M. Sacdalan, PhD	Chairman: Raulito C. Mallari, PhD
Co- Chair: Roxane M. Vergara	Co- Chair: Esperanza V. Dioquino	Co- Chair: Ideelyn P. Guevarra	Co- Chair: Cecilia M. Fajardo, PhD
Members: Mary Ann R. Guansing Micheal M. Samson Belinda Bermido	Members: Jennifer E. Tua Josefina V. Ramos, PhD Josephine M. Busalpa	Members: Alvin M. De Castro, PhD Luzshielle C. Magabilin Hilda S. Castro	Members: Cora Nympha S. Santos Jennifer Estabillo John Lexter Payumo
School:	School:	School:	School:
1. Anyatam	1.Calasag	1. Pulong Tamo	1. Nabaong Garlang
2. B. Malaki	2.Umpucan	2. San Juan	2. Sta. Catalina Bata
3. B. Munti	3.Garlang	3. SIES	3.Sta. Catalina Matanda
4. Buhol Na Mangga	4.Makapilapil	4. Calawitan	4. Sumandig
5. Lapnit	5. Mataas na Parang	5.Telapatio	5.Bulusukan



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AFFIDAVIT OF UNDERTAKING
(Request for the Digital Signature of the Schools Division Superintendent)

I, ANA-LIZA M. VILLANUEVA, EdD, the District Supervisor of San Ildefonso North District undertake the following:

1. I understand that I am the one who has requested the copy of electronic/digital signature of the Schools Division Superintendent (SDS) released by the IT Office of SDO Bulacan;
2. That I, together with my 20 school heads shall only use/ access the aforesaid e-signature for the Certificate of Completion of the completers/ graduates (Kindergarten, Grade 6 and Grade 10) for School Year 2025- 2026;
3. That I shall not transfer, convey, or share, in any manner and by any means, the electronic signature of the SDS to any unauthorized person, except to contracted printing entities or personnel directed to print the documents with proper safeguard and monitoring;
4. In the event that the file has been shared to contracted printing entities or personnel directed to printing of said documents, I shall secure/ supervise the said entities/ personnel to execute a confidentiality agreement stating that:
 - a. They shall not, transfer, convey, or share, in any manner and by any means, the electronic signature of the SDS to any other person/ entity.
 - b. They shall exercise uttermost diligence to secure the and to destroy, dispose or otherwise delete the file, once the contract is completed or agreed period of use lapsed.
5. That I understand that the above statements are set forth to avoid the unauthorized use and conveyance of the digital signature of the School Division Superintendent and that any violation of this undertaking may be a ground for appropriate administrative proceedings/cases, when warranted per DepEd Order No.49, s. 2006.

NAME/POSITION/CONTACT NUMBER OF SCHOOL HEADS /PSDS	SCHOOL/DISTRICT	SIGNATURE AND SIGNED	DATE
Ana-Liza M. Villanueva, EdD District Supervisor 20 School Heads	San Ildefonso North District		

LIST OF TEACHERS FOR THE DIVISION CHECKING OF SCHOOL FORMS

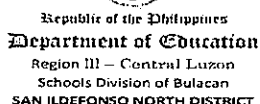
Name of School	Name of Teacher		
	Kinder	Grade 6	Grade I-V
ANYATAM ES 8:00-9:00	Diana C. Bernardo	Francisco N. Aguil, Jr.	Manuel S. Francisco, Connie J. Escarcha
BUBULONG MALAKI ES 9:00-10:00	Mary Grace Z. Azajar	Jessica P. Cruz	Chairmaine G. Sayco, Maricel V. Joson
BUBULONG MUNTI ES 10:00-11:00	Juvilyn I. Valdez	Gretchen R. Delos Santos	Jennelyn C. Perez, Cristina A. Herrera
BUHOL NA MANGGA ES 1:00-2:00	Jellyn I. Villarta	Janno M. Diamonon	Jaypee V. Mangalindan
LAPNIT ES 2:00-3:00	Rizza P. Saranilla	Eleonor T. Placido	Princess T. Salmazan, Cherry Lou P. de Lara

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Name of School	Name of Teacher		
	Kinder	Grade 6	Grade I-V
CALASAG ES 8:00-9:00	Kathrina M.Alvaro	Maricel U. Aronce	Marilou C. Fernando - Rhea Q.Rubio
UMPUCAN ES 9:00-10:00	Camille M. Samson	Elizabeth DF. Guillermo	Eloisa C. Dela Fuente - Dianne V. Africano
GARLANG ES 10:00-11:00	Evangeline D. Figueroa	Ana Cristina DL. Enrile	Rachel V. Pascual , Milka C. Pocdihon
MAKAPILAPIL ES 1:00-2:00	Irene O. Aponte	Albert B. Sarmiento	Shiela R. Sagum/ Glaiza C. Manuel
MATAAS NA PARANG ES 2:00-3:00	Jerrylyn C. Turla	Adrian M. Garcia	Jerbie DC. Villafuerte & Amelou A. Carmona

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Name of School	Name of Teacher		
	Kinder	Grade 6	Grade I-V
PULONG TAMO ES 8:00-9:00	Gay D. Teodoro	Lorenzo C. Dungo	Desiree M. Samson/ Raquel C. Ramos
SAN JUAN ES 9:00-10:00	Shalimar A. Cruz	Anna Margarita A. Manansala	Viel Marie A. Santos/ Glem G. Bernardo
SAN ILDEFONSO ES 10:00-11:00	Catherine C. Sison Juris Joy F. Bandayrel	Deodar DG. Sta Ana Jomar D. Venturina	Maridio D. Mallari, Elizabeth G. Regala
CALAWITAN ES 1:00-2:00	Fritzi P. Pascual	Mara Riziel V. Talusan	Gerlyn R. Figueroa/ Marilou M. Pangilinan, PhD
TELAPATIO ES 2:00-3:00	Maria Elsie N. Leongco	Micha Andrea S. Alvarez	Kristal Joy D. Ramirez



Name of School	Name of Teacher		
	Kinder	Grade 6	Grade I-V
NABAONG GARLANG ES 8:00-9:00	Mia F. Babanta	KayeMark R. Inoncillo	Karen Ann R. Cabatingan/ Marlon M. Escorpizo
STA. CATALINA BATA ES 9:00-10:00	Sherlina C. Amistad	Gilbert V. Perez	Ma. Fatima N. Reyes Ara Kyla M. Estarez
STA. CATALINA MATANDA ES 10:00-11:00	Divina M. De Belen	Sienalo G. Valino	Delma C. Flores Liezal G. Andes
SUMANDIG 1:00-2:00	Evelyn G. Calderon	Imelda G. De Vera	Eden V. Carandang Edimel Lisette S. Victoria
BULUSUKAN ES 2:00-3:00	Luzviminda M. Saporteza	Marvin Dale R. Nuñez	Ma Florence V. Garcia Wilma H. Julian