



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF IMUS CITY

20 Feb 2026

DIVISION MEMORANDUM

No. 107, s. 2026

DIVISION CHECKING OF SCHOOL FORMS FOR PUBLIC AND PRIVATE SCHOOLS FOR SY 2025-2026

To: OIC-Assistant Schools Division Superintendent
 OIC-CID Chief Education Supervisor
 OIC-SGOD Chief Education Supervisor
 Education Program Supervisors
 School Heads/OICs (JHS and SHS)
 All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms), the Schools Division of Imus City shall conduct the annual checking of school forms for SY 2025-2026 starting March 23, 2026.
2. The activity aims to ensure the accuracy, consistency, and reliability of learner information. This also serves as a mechanism for validating data in the Learner Information System (LIS) and for ensuring compliance with DepEd policies on enrolment, promotion, retention, and completion.
3. The Division Checking Committee (DCC) shall conduct checking for priority grade levels (Kinder, Grade 1, Grade 6, Grade 7, Grade 10, Grade 11, and Grade 12) and other levels based on the school size sampling guide. The DCC shall coordinate with the assigned public and private schools to determine the specific date and venue of physical checking of school forms. Below is the timeline of onsite checking of forms.

Table 1. Schedule of Checking School Forms

	Priority Grade Levels (K, G1, G6, G7, G10, G11, G12)	Other Grade Levels (G2 – G5, G8 – G9)
Public Schools	March 23-27, 2026	May 5-9, 2026
Private Schools		

4. School heads shall establish a School Checking Committee (SCC) to conduct a thorough review of all learner records across all classes prior to the DCC’s scheduled visit.



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5. To ensure efficiency and reliability of the process of the Division Checking of Forms, cross-checking of school forms shall be conducted among schools within the same cluster or DCC groupings. The cross-checking shall be among schools within the same cluster/DCC groupings only. Specific arrangements for the cross-checking shall be on the discretion of the DCC subgroup chairperson. However, the "No Disruption of Classes Policy" must be observed and maintained during the checking of all school forms in adherence to DepEd Order No. 9, s. 2025 (Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith).
6. The SCC and DCC shall follow the checking guidelines and forms prescribed in DO 11, s. 2018.
7. All schools are directed to prepare the following for review and validation:
 - a. LIS Generated SF 1, 2, 4, 5, and 6;
 - b. Accomplished School Form 10; and
 - c. Accomplished School Form Checking Report (SFCR1) signed by the School Checking Committee (SCC).
8. For reference, the following are enclosed in this Memorandum:
 - a. Enclosure No. 1 - Composition of the Division Checking Committee;
 - b. Enclosure No. 2 - Groupings of Public Schools for the Onsite Checking of School Forms; and
 - c. Enclosure No. 3 - Groupings of Private Schools for the Onsite Checking of School Forms.
9. There will be a DCC coordination meeting on **March 16, 2026**, 2:00 PM at the Bulwagang Imuseny, SDO Imus.
10. Upon completion of the checking process, the DCC is responsible for verifying that all School Forms Checking Reports (SFCR) are finalized and consolidated. The chairman of each group shall also submit a narrative report detailing school observations, supported by figures/statistics recorded in the SFCR.
11. For queries and clarifications, contact the Curriculum Implementation Division at (046) 4198450 loc. 221.
12. For compliance and immediate dissemination.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

DATA

FORMS

LEARNERS

cid/rsb/February 13, 2026

Enclosure No. 1 to Division Memorandum No. 107 s. 2025

DIVISION CHECKING COMMITTEE (SCHOOL FORMS)

Overall Chairperson	Marciano V. Valles	OIC-CID Chief
Overall Vice Chairperson	Ivan Honorpette A. Mijares	OIC-SGOD Chief

GROUP 1		
Chairperson	Riza C. Garcia	Education Program Supervisor
Members	Ruby B. Heramia	Education Program Supervisor
	Jocelyn A. Limosinero	Principal IV
	Jenielyn A. Sadang	SEPS-Research

GROUP 2		
Chairperson	Leah J. Guillang	Education Program Supervisor
Members	Marilou P. Bronzi	Education Program Supervisor
	Divina A. Narvaez	Principal IV
	Anthony D. Bungay	PDO II - DRRM

GROUP 3		
Chairperson	Joseph R. Carreon	Education Program Supervisor
Members	Medel Carlos C. Zarsuelo Jr.	Education Program Specialist
	Justine Faith I. Pinile	PDO II - LRMS
	Gina U. Reyes	Principal IV

GROUP 4		
Chairperson	Ricardo R. David III	Education Program Supervisor
Members	Naamah C. Mambalos	Planning Officer III
	Reden M. Cruzado	Librarian II/OIC-LRMS
	Wilma J. Chiquillo	Principal IV

GROUP 5		
Chairperson	Rochelle S. Balete	Education Program Supervisor
Members	June Bence L. Adelan	Education Program Supervisor
	Cristina S. Advincula	EPS II - ALS
	Petronia N. Tarun	Principal IV

GROUP 6		
Chairperson	Maria Luisa F. Candelaria	Education Program Supervisor
Members	Ariel R. Dayrit	PDO I - YFD
	Rafael R. Santos	Principal IV

To facilitate the consistent, accurate and quality checking of school forms, the SGOD and CID teams shall be responsible in the following focused areas:

Functional Division	Focus Area of Checking	School Forms and Documents for Validation
CID	Enrolment eligibility and assessment compliance that includes promotion /retention or acceleration	SF1 SF5 SF 10 SF 9 or Summary Grades/ Class Records Completion Certificate Acceleration Certificate/PEPT Result ECCD Checklist
SGOD	Enrollment Count Transferred in/out Dropped out Moved in/out No Longer in School No. of Promoted/ Retained	SF1 SF 2 SF4 SF5 SF6 SF8

Enclosure No. 2 to Division Memorandum No. 107 s. 2026

**GROUPINGS OF PUBLIC SCHOOLS FOR THE ONSITE CHECKING OF
SCHOOL FORMS**

DCC GROUP	Public School Name	School Size	Number of Classes/Sections to be checked	
			Priority Grade Levels	Other Grade Levels
1 (North)	Alapan I Elementary School	Huge	8	5
	Carsadang Bago Elementary School	Huge	8	5
	Cayetano Topacio Elementary School	Very Large	7	4
	Estanislao Villanueva Elementary School	Small	4	2
	Gov. DM Camerino Integrated School	Huge	8	5
	Tinabunan Elementary School	Huge	8	5
	Toclong Elementary School	Large	6	3
2 (East)	Anastacio Advincula Integrated School	Very Large	7	4
	Buhay na Tubig Elementary School	Huge	8	5
	Buhay na Tubig Elementary School – Maharlika Annex	Large	6	3
	Imus Pilot Elementary School	Huge	8	5
	Palico Elementary School	Huge	8	5
	Pasong Buaya II Elementary School	Huge	8	5
	Pasong Buaya III Elementary School	Large	6	3
	Tanzang Luma Elementary School	Huge	8	5
3 (South)	Anabu II Elementary School	Huge	8	5
	City of Imus Integrated School	Huge	8	5
	Malagasang II Elementary School	Huge	8	5
	Malagasang III Elementary School	Huge	8	5
	Pasong Buaya I Elementary School	Small	4	2
	Pasong Santol Elementary School	Very Large	7	4
	Pasong Santol Elementary School – Golden City Annex	Large	6	3
4 (West)	Alapan II Elementary School	Huge	8	5
	Anabu I Elementary School	Huge	8	5
	Bayan Luma I Elementary School	Huge	8	5
	Bayan Luma II Elementary School	Large	6	3
	Bukandala Elementary School	Huge	8	5
	Francisca Benitez Integrated School	Huge	8	5
	Malagasang I Elementary School	Huge	8	5
5 (JHS)	Gen. Emilio Aguinaldo NHS (Imus)	Huge	8	5
	Gen. Tomas Mascardo National High School	Huge	8	5
	General Licerio Topacio National High School	Huge	8	5
	Hipolito Saquilayan National High School	Very Large	7	4
	Imus National High School	Huge	8	5
6 (SHS)	Gov. Juanito Reyes Remulla SHS	Huge	8	5
	Gen. Flaviano Yengko SHS	Huge	8	5
	Gen. Pantaleon Garcia SHS	Huge	8	5
	Gen. Juan Castaneda SHS	Huge	8	5

Enclosure No. 3 to Division Memorandum No. 107 s. 2026

**GROUPINGS OF PRIVATE SCHOOLS FOR THE ONSITE
CHECKING OF SCHOOL FORMS**

DCC GROUP	Public School Name	School Size	Number of Classes/Sections to be checked	
			Priority Grade levels	Other Grade Levels
Group 1	Academia de Covina, Inc.	Small	4	2
	Academia de Julia Victoria of Cavite	Medium	5	2
	Angelicum Primarosa Montessori School	Small	4	2
	Charis Christian Institute (Imus) Inc.	Small	4	2
	DATACOM INSTITUTE OF COMPUTER TECHNOLOGY CORPORATION	Huge	8	5
	Gabriel Archangel Toddler Playschool Inc.	Very Small	all	2
	ICBC Christian Academy, Inc.	Small	4	2
	International Electronics and Technical Institute, Inc.-Imus	Very Small	all	2
	OUR LADY OF THE PILLAR COLLEGE SEMINARY INC.	Very Small	all	2
	Pastorelle - Jesus Good Shepherd School, Inc	Medium	5	2
	S.V. Montessori	Very Small	all	2
	Saint Francis Institute, Learning & Business High School, Inc.	Very Small	all	2
	St. John Fisher School	Small	4	2
	St. Mark Academy of Primarosa Inc.	Large	6	3
St. Mark Academy of Primarosa, Inc.	Small	4	2	
St. Martha Montessori School	Medium	5	2	
The Thomas Aquinas Institute of Learning	Very Large	7	4	
Group 2	Ashtonville School Inc.	Very Small	all	2
	Ashtonville School Inc.	Small	4	2
	Benedictine Institute of Learning	Huge	8	5
	Cambridge Children's Learning and Development Inc.	Very Small	all	2
	Children of Mary Academy of Dasmariñas, Inc	Small	4	2
	Del Pilar Academy	Very Large	7	4
	EAN Learning Center Inc.	Very Small	all	2
	Imus Institute of Science and Technology	Medium	5	2
	Imus Unida Christian School Inc.	Very Large	7	4
	Joseph Immanuel Christian School, Inc.	Very Small	all	2
	National College of Science and Technology	Very Large	7	4
	Our Lady of the Pillar Catholic School, Inc.	Huge	8	5
	SOUTHDALE INCLUSIVE SCHOOL, INC.	Very Small	all	2
	Southdale International School of Sciences, Arts and Technology	Small	4	2
	St. Hilary School, Inc.	Very Small	all	2
St. Martin De Tours School of Cavite	Very Small	all	2	
Tarver Academy Inc.	Very Small	all	2	
Triumphant Christian School	Very Small	all	2	
Group 3	Angelorum School	Very Small	all	2
	Ann Marris Montessori School	Very Small	all	2
	Brimestone Academy Inc.	Small	4	2
	De La Salle Santiago Zobel School	Huge	8	5
	Divine Heart of Mary Montessori School	Very Small	all	2
	Dr. Espero Educational Foundation Colleges, Inc.	Small	4	2
	Fiat Lux Academe, Inc.	Medium	5	2
	Jubilee Christian Faith Academy	Small	4	2
	La Verne Academy, Inc.	Small	4	2
	Lily of the Valley Montessori	Very Small	all	2
	Makwills Integrated School, Inc.	Small	4	2
	Maranatha Christian Academy of Imus	Huge	8	5
	Pag-asa Bible Baptist Academy	Very Small	all	2
Shammah Christian School Inc.	Very Small	all	2	
The Vallejo Learning Venue, Inc.	Small	4	2	
Theos Higher Ground Academe Imus Inc.	Small	4	2	
Group 4	Alano Academe, Inc.	Very Small	all	2

	Cachapero Academe, Inc.	Large	6	3
	Gabriel School Montessori Inc.	Small	4	2
	Greendale Integrated School Inc.	Very Small	all	2
	Groeien Learning Center, Inc.	Small	4	2
	Haven of Wisdom Academy	Medium	5	2
	Mary Calkins Integrated School, Inc.	Small	4	2
	MEDICION UNIDA CHRISTIAN ACADEMY INC.	Very Small	all	2
	Our Lady of Lourdes Academy RIS-IMUS Inc.	Very Small	all	2
	Our Lady of Sapa De Manila Preschool and Learning Center Inc.	Very Small	all	2
	Ruther E. Esconde School of Multiple Intelligences, Inc	Very Small	all	2
	Saint Simon of Cyrene Academy, Inc.	Large	6	3
	San Isidro Institute of Imus Inc.	Small	4	2
	Southern Philippines Institute of Science and Technology Inc. (Carsadang Bago)	Huge	8	5
	Southwoods School of Cavite	Medium	5	2
	St. Edward Integrated School	Huge	8	5
	Vox Dei Play & Learn Center	Small	4	2
Group 5	Academia Primera School	Small	4	2
	Beatitudes Technological & Theological College Imus Cavite Inc.	Small	4	2
	Bethany Bible Baptist Academy, Cavite, Inc.	Very Small	all	2
	Casa Real Montessori Inc.	Small	4	2
	Colegio De Porta Vaga Inc.	Very Small	all	2
	Elizabeth Seton School - South	Huge	8	5
	Holy Spirit School of Imus (Main)	Very Small	all	2
	Informatics College Cavite, Inc.	Small	4	2
	Sherenes Kiddie Center Inc.	Very Small	all	2
	Southern Phils. Institute of Science & Technology	Huge	8	5
	Tierra Santa Montessori School	Large	6	3
	UCCP Anabu Christian School	Small	4	2
Unida Christian Colleges	Huge	8	5	
Group 6	Abbey de Saint Augustine School	Small	4	2
	Abraham and Ysak School (AAS), Inc.	Very Small	all	2
	Academia de San Rafael II-Casa de Bambini	Very Small	all	2
	ACM Sherwood Kiddie School, Inc. - Main	Very Small	all	2
	ACM Sherwood Kiddie School, Inc. (Annex)	Very Small	all	2
	Brilliant Minds Academy	Small	4	2
	Brimestone Academy	Small	4	2
	Casa Parterres De Broderie School and Development Center, Inc	Very Small	all	2
	Children of Isaac Learning Academy Inc	Very Small	all	2
	D'Cup of Wisdom Christian School, Inc.	Very Small	all	2
	Del Rosario Christian Institute of Green Estate Inc.	Very Small	all	2
	Del Rosario Christian Institute of Imus, Inc.	Small	4	2
	Del Rosario Christian Institute of Imus, Inc.	Small	4	2
	Hephzibah Praisers Academe	Small	4	2
	Imagiminds Academy Inc.	Very Small	4	2
	Josiah Christian Values High School	Large	6	3
	KUBIURA CHRISTIAN SCHOOL INC.	Small	4	2
	La Trinidad Academy	Very Large	7	4
	Little Haven Christian School	Very Small	all	2
	Makwills Integrated School, Inc	Small	4	2
	Memorare Academe of Cavite	Very Small	all	2
	School of Knowledge & Skills for Beatus Angelus, Inc.	Small	4	2
	St. Martha Kiddie Training Center	Small	4	2
St. Odilard School	Small	4	2	
Stateville Academy, Inc.	Small	4	2	