




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City

**Office of the City Schools Division
Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 193, s. 2017

TO : CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
(Private and Public Schools)

FROM : 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT : Timelines to Observe in Connection with the Conduct of
Commencement Exercises, DepEd Forms to Check and
List of Checkers Per District/School

DATE : March 17, 2017

1. The field is hereby advised to refer to the timelines below in connection with the conduct of Commencement Exercises:


DATE/ TIME FRAME	ACTIVITY	REMARKS
March 20, 2017	Meeting of Involved EPS/PSDS for Checking of Forms for Grades 6 and 10 and Checking of Awards and Recognition Results (with attachments)	Venue: Division Office Conference Hall
March 20-22, 2017	Checking of Forms for Gr. 6 and 10	Venue: Division Office Conference Room. Checkers are enumerated below.
March 23-24, 2017	Checking of the Awards and Recognition Results of Kindergarten-Grade 5, Grades 7-9, and Grade 11 (with attachments)	Venue: Respective Districts except for Digos City NHS and Digos City SHS venue of which is Digos City NHS

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City Schools Division of Digos

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March 30-April 4, 2017	Checking of forms for Kindergarten to Grade 5, Grades 7-9 and Grade 11	Venue: Respective Districts except for Digos City NHS and Digos City SHS venue of which is Digos City NHS. Checkers are enumerated below.
April 6 - 7, 2017	Holding of Commencement Exercises and Moving-Up Ceremony for Grade 10	Schedule of Closing Days to be stipulated in subsequent memorandum

2. The DepEd Forms to be checked are as follows: School Forms 5 (FS 5), School Form 6 (SF 6), Form 137-E, Form 138-E, School Form 1 (School Register), and Forms for Awards and Recognition.

3. The DepEd Forms Checkers for Grade 6 and Grade 10:

Date	School/District	Chairman	Members
March 20-22, 2017	Secondary Schools	Imelda Cardines	Analiza Almazan Vicente Laburada, Jr. Luzminda Jasmin
	Digos Oriental District	Sollie Oliver	Arlene Barba
	Digos Occidental District	Ronilyn Nieves	Maryglor Tabanao
	Mt. Apo District	Evangeline Hernan	Valeriano delos Reyes

Note: Any checker can check the documents of the Grades 6 and 10 if the assigned checker is not available.

4. The DepED Forms Checkers per District/School for Kindergarten-Grade 5, Grades. 7-9 and Grade 11 (March 30-April 4, 2017 for other forms and March 23-24, 2017 for Awards and Recognition Results)

School/District	Chairman	Members
Digos City NHS & Digos City SHS-Stand Alone	Ida Juezan	Valeriano delos Reyes
		Evangeline Hernan
		Imelda Cardines
		Grace Presto
Digos Oriental District (Elementary & Secondary)	Sollie Oliver	Patriotiso Peñas
		Cherry Rosette Oliva
		Maryglor Tabanao
Digos Occidental District (Elementary & Secondary)	Ronilyn Nieves	Zenaida Guya
		Helen Casimiro
		Rosalinda Adlaon
		Vicente Laburada, Jr.
Mt. Apo District (Elementary & Secondary)	Analiza Almazan	Ely Cataluña
		Arlene Barba

5. For guidance and compliance.