



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong
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Memorandum:

TO: Education Program Supervisors/District Supervisor
Principals, Public Elementary/Secondary Schools Principals
Grade VI & 4th Year Teachers

SUBJECT: CHECKING OF FORMS/RECORDS (Grade VI & 4th Year)

DATE: March 9, 2015

RELEASED
3/9/2015
4:00pm

- This is to inform the field that the District Checking of Forms & Records for Grade VI is on March 13, 2015, 1:00-5:00pm at Mandaluyong Elementary School for District I and Pedro P. Cruz Elementary School for District II while the Division Checking is on March 16, 2015 for Elementary level & March 17, 2015 for Secondary level, 9:00am onwards, Division Conference Hall together with the Supervisor Incharge of the school.

ELEMENTARY LEVEL:

(DISTRICT I)	PARTNER SCHOOL
Mandaluyong Elementary School	Isaac Lopez Integrated School
Plainview Elementary School	Hulo Elementary School
Dona Basilisa Yangco Elementary School	Filemon Javier Elementary School & Renato Lopez Elementary School
(DISTRICT II)	
Andres Bonifacio Integrated School	Highway Hills Integrated School
Eulogio Rodriguez Integrated School	Nueva de Febrero Elem. School
Pedro P. Cruz Elem. School	Pleasant Hills Elem. School
Addition Hills Integrated School	Ilaya Barangka Integrated School
Jose Fabella Memorial School	Dona Pilar Gonzaga Elem. School & Amado T. Reyes Elem. School

- Teachers are required to bring the following:
School Form 1 School Form SF5
Form 137 List of Graduates, SY: 2015-2016 & Diploma
Form 138

No. of school days:

June.....20
July.....22
August.....19
September.....22
October.....23
November.....20
December.....15
January 2015.....20
February.....20
March.....20

Total: 201

Date of certificate issued: Date of Graduation
Date of Close of School Year: March 27, 2015

- All School heads are required to oversee the checking of forms and other records of graduating pupils.
Mrs. Whelma M. Hilario, Incharge of District I and Mrs. Emma G. Arrubio, Incharge of District II.
- Snacks & transportation allowance of teachers during the checking of forms shall be charged to school MOOE or local school funds, subject to the usual accounting and auditing procedures.
- Wide dissemination of this Memorandum is desired.


NERISSA L. LOSARIA, CESO VI
Officer-In-Charge
Office of the Schools Division superintendent