



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Dipolog City 7100



Division Memorandum
No. 008, s. 2018

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPOLONG CITY 7100

RELEASED

MAR 07 2018

NAME SIGNATURE

To : Public Schools District Supervisors
Elementary and Secondary School Heads

From : Office of the Schools Division Superintendent

Subject : **CHECKING OF SCHOOL FORMS AND COMPLIANCE TO
DEPED ORDER NO. 58, S. 2017**

Date : March 5, 2018

1. In line with the issuance of DepEd Order No. 58, s. 2017 *Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Permanent Records*, this office hereby advised all concerned the revisiting of the said order to ensure the strict and proper observance.

Furthermore, this Office would like to put emphasis on the newly-introduced *School Form 10 – Learner's Permanent Academic Record (SF10) (p 5, D.)*. The commonly known Form 137 has been updated and/or revised, and is now renamed as Learner's Permanent Academic Record or SF10, and shall be used for Grades 1 and 7 effective School Year 2017-2018. It is also advised that SF10 shall only bear the DepEd official logo and seal for consistency and uniformity.

2. For other grade levels (Grades 2 to 6, Grades 8 to 10), the old format of Form 137 will be used until learners complete elementary and junior high school. There is no need to rename to SF10.
3. Incoming Grade 11 (SHS) will continue using the old format of Form 137 as per DepEd Order No. 69, s. 2016 but must be renamed as SF10-SHS.
4. To maintain quality assurance in accomplishing the school forms, all concerned are informed that this office has authorized the following personnel to conduct district visits to specifically check on Form 137, SF5 & 6, certificates, diplomas, ranking of honors (D.O. No. 36, s. 2016), and other relevant schools forms of Grades 6 and 12 on the following dates:

Name	March 21, 2018	March 22, 2018	March 23, 2018
Fe Jebone		South Sindangan	Godod
Evelyn C. Labad	Rizal	Katipunan	Tampilisan
Grace T. Dela Cruz	Mutia	Ponot	Siocon
Danilo O. Labisig	Polanco I	Manukan II	Liloy I
Antonio R. Liao	S. Osmeña I	Roxas I	Salug I
Ismael K. Yusoph	Gutalac II, Bacungan, Sibuco		
Mickrel N. Duller	Sindangan Central, Baliguian, Kalawit		
Leynie Boy G. Bellino	La Libertad	Siayan	Salug II

Ervie A. Acaylar	Sibutad	Roxas II	Labason
Juliet J. Velasco	Piñan	Katipunan II	Sirawai
Arcelita B. Zamoras	S. Osmeña II	North Sindangan	Gutalac I
Anita D. Subebe	Polanco II	Manukan I	Liloy II

Travel and incidental expenses of the above personnel shall be charged against Division MOOE/local funds subject to the usual accounting and auditing rules and regulations.

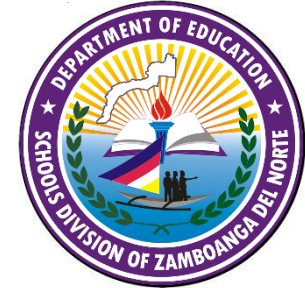
5. For the detailed procedures in the preparation of SF10-ES, all concerned are requested to go through Enclosure No. 1 *Guidelines on the Adoption of the New Forms for Kindergarten, SHS, ALS, Health and Nutrition and Permanent Records* of the aforementioned DepEd Order.
6. Templates and pro-forma of all school forms are attached for your ready reference.
7. For strict compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent

SAMPLE TEMPLATE FOR KINDERGARTEN CERTIFICATE



Republika ng Pilipinas
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Kagawaran ng Edukasyon
Department of Education



REHIYON IX
REGION IX
SANGAY NG ZAMBOANGA DEL NORTE
DIVISION OF ZAMBOANGA DEL NORTE

PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

PEDRO MELCHOR M. NATIVIDAD, CSEE
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 6 ELEMENTARY CERTIFICATE



Republika ng Pilipinas
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Department of Education



REHIYON IX
REGION IX
SANGAY NG ZAMBOANGA DEL NORTE
DIVISION OF ZAMBOANGA DEL NORTE
PUROK NG XXXXXX
DISTRICT OF

XXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Paaralang Elementarya na itinakda
has satisfactorily completed the requirements for Elementary School as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
by the Department of Education and is therefore awarded this

KATIBAYAN

DIPLOMA

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

PEDRO MELCHOR M. NATIVIDAD, CSEE
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 10 CERTIFICATE OF COMPLETION



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Department of Education

REHIYON IX
REGION IX

SANGAY NG ZAMBOANGA DEL NORTE
DIVISION OF ZAMBOANGA DEL NORTE



XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Junior High School na itinakda para sa
has satisfactorily completed the requirements for Junior High School prescribed for
Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
Secondary Schools of the Department of Education and is therefore awarded this

KATUNAYAN
CERTIFICATE

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.
Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

PEDRO MELCHOR M. NATIVIDAD, CSEE
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent

SAMPLE TEMPLATE FOR GRADE 12 DIPLOMA



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Department of Education



REHIYON IX
REGION IX
SANGAY NG ZAMBOANGA DEL NORTE
DIVISION OF ZAMBOANGA DEL NORTE

XXXXXX HIGH SCHOOL

Pinatutunayan nito na si
This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa pagtatapos ng Senior High School
has satisfactorily completed the requirements for graduation in Senior High School

_____ TRACK AND _____ STRAND
_____ TRACK AT _____ STRAND

na itinakda para sa Mataas na Paaralan ng Kagawaran ng Edukasyon, kaya pinagkalooban siya nitong
prescribed for Secondary Schools of the Department of Education and is therefore awarded this

KATIBAYAN

DIPLOMA

Nilagdaan sa Xxxxxxxxxx, Pilipinas nitong ika-__ ng Abril 2018.

Signed in Xxxxxxxxxx, Philippines on the __th day of April 2018.

XXXXXXXXXX
Punong-Guro
Principal

PEDRO MELCHOR M. NATIVIDAD, CSEE
Pansangay na Tagapamanihala ng mga Paaralan
Schools Division Superintendent