



Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 145, s. 2026

DIVISION CHECKING OF PROMOTIONAL REPORTS FOR SY 2025-2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Elementary and Secondary School Heads/Principals
Public, Private and Laboratory Schools
All Others Concerned

1. In compliance with DepEd Order No. 11, s. 2018, re; Guidelines on the Preparation and Checking of School Forms, this Office hereby issues the Composition of the Division Checking Committee (DCC), schedules, venues, and school assignments per grade level.
2. To ensure uniformity in the accomplishment of promotional reports and to make the checking easier and more systematic, this division has created teams composed of CID and SGOD personnel, school heads, assistant principals, department/subject group heads and key teachers who will check various promotional reports for the School Year 2025-2026.
3. The checking of forms shall be conducted on the following schedule:

| SCHOOL LEVEL | SCHEDULE |
|--------------------------|-------------------|
| Kinder | March 23, 2026 |
| Grade 6 | March 23-24, 2026 |
| Grade 10 | March 23-24, 2026 |
| Grade 12 | March 23-24, 2026 |
| Grades 1-5, 7-9 and 11 | March 25-27, 2026 |
| DIVISION CHECKING | |
| Kinder | March 25, 2026 |
| Grade 6 | March 25-26, 2026 |
| Grade 10 | March 26-27, 2026 |
| Grade 12 | March 26-27, 2026 |
| Grades 1-5, 7-9 and 11 | April 13-17, 2026 |

4. To avoid conflict in the checking per grade level, the team leaders shall coordinate with the other teams on the schedule of the activity.
5. All team members shall check the promotional reports **en banc** and shall be guided by DepEd Order No. 11, s. 2018.
6. School heads are also advised to submit to this Office the composition of their School Checking Committee (SCC) not later than March 13, 2026.
7. Submission of certificate/diploma and SF 5 with transmittal to this Office shall be on or before March 23, 2026 for checking and signature of the top management in preparation for the EOSY Rites scheduled on March 30-31, 2026.

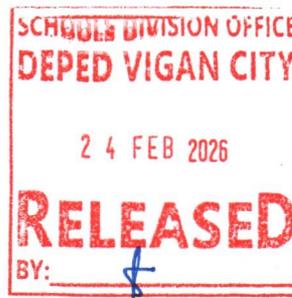
8. Since the teachers will have the End of School Year Break from April 1 to May 1, 2026, the Administrative Officers/ Administrative Assistants/ Registrar shall bring the school forms to the assigned venue for the division checking.
9. The school forms shall be submitted to the Division Office, through the Records Section, within five (5) working days after the division checking. The required school forms are as follows:
 - SF4 – Monthly Learner’s Movement and Attendance (February and March 2026 only, 2 copies) – *SGOD, School*
 - SF5 – Report on Promotion and Learning Progress and Achievement (4 copies) -*CID, SGOD, Records, School*
 - SF6 – Summarized Report on Promotion and Learning Progress and Achievement (4 copies: signatory for *reviewed and validated by* shall be Ms. Marie Christine L. Natividad, CES-CID).
 - SF10 of Grade 12 – Learner Permanent Record (1 certified true copy) – *Records Section*
10. Orientation on the checking of forms shall be conducted on March 3, 2026 at the Division Conference Hall at 2:00 PM.
11. This memorandum shall serve as the locator slip of the members of the DCC.
12. Immediate dissemination of this memorandum is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: None
Reference: DepEd Order No. 11, s. 2018
To be included in the Perpetual Index
Under the following subjects:

FORMS CHECKING OF FORMS COMMITTEES LEARNERS REPORTS

CID/ptr/DM_DivisionCheckingofPromotionalReportsforSY2025-2026



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph

1. Composition of the Division Checking Committee

| | | |
|-------------------|--|-----------------------------|
| Chair | Marie Christine L. Natividad | <i>CES – CID</i> |
| Vice Chair | Rodrigo Q. Reyes Jr. | <i>CES - SGOD</i> |
| Members | Education Program Supervisors | <i>CID, SGOD</i> |
| | Gloria P. Cabotaje | <i>Planning Officer III</i> |
| | Aurelyn F. Fieldad | <i>EPS II, HRD</i> |
| | Identified Members of the Checking Committee per Grade Level | |

2: List of Schedule and Members of the Checking Committee per Grade Level

| Grade Level | Date | Time | School | Venue | Team Leaders | Co-Leader/s | Members |
|--------------------|-------------------|-------------|---------------|--------------|------------------------------------|--------------------|--|
| 1 | April 13-15, 2026 | 8:00-5:00 | Cluster 1 | VCS | Felipa Regaspi Gloria Cabotaje | Rommel Rabo | Ana Castor Richard Agtutubo Karen Frando Eric Bilgera Ma. Emily Ramos (Secretariat) |
| | | | Cluster II | BMSW | | | |
| | | | Cluster III | NES | | | |
| 2 | April 16-17, 2026 | 8:00-5:00 | Cluster 1 | TES | Nelson Robiñol Gloria Cabotaje | Felipa Regaspi | Leticia Pugarad Royston Quidolit Vivian del Castillo Grace Castañeda Dennis Aguimbag (Secretariat) |
| | | | Cluster II | CapES | | | |
| | | | Cluster III | CamES | | | |
| 3 | April 13-14, 2026 | 8:00-5:00 | Cluster I | SPBES | Solito Cortel Aurelyn Fieldad | Nelson Robiñol | Dina Rivad Avelina Alon Marinel Valdez Naira Abigail Segui (Secretariat) |
| | | | Cluster II | SJES | | | |
| | | | Cluster III | BMSE | | | |
| 4 | April 16-17, 2026 | 8:00-5:00 | Cluster I | BPES | Edgar Pescador Racquel Follante | Clarito Siababa | Rosario Organo Maggie Aytona Raymond Florendo Nora Paroligan Lailanie Rabbon (Secretariat) |
| | | | Cluster II | APES | | | |
| | | | Cluster III | CCES | | | |

| | | | | | | | | |
|---------------------------|-------------------|---------------------------|-------------------------------|------|----------------------------------|-------------------|--|------------------|
| 5 | April 13-14, 2026 | 8:00-5:00 | Cluster I | MES | Clarito Siababa Sherwin Fabre | Pelagio Cardenas | Paulino Aninag Jr. Azenith Ramos Lany Corpuz Reggie Quario (Secretariat) | |
| | | | Cluster II | JSES | | | | |
| | | | Cluster III | RPES | | | | |
| Kindergarten & Grade 6 | March 25-27, 2026 | 8:00-12:00 1:00 - 5:00 | Vigan CS | | Elsie Amorin | Aurelyn Fieldad | Solito Cortel | Raymond Florendo |
| | | | Bulala-Paratong ES | | Clarito Siababa | | Rommel Rabo | Rosario Organo |
| | | | Gov. Evaristo Singson MS | | Amelyn Abella | | Rommel Rabo | Marinel Valdez |
| | | | Mindoro ES | | Nelson Robiñol | Racquel Follante | Pelagio Cardenas | Maggie Aytona |
| | | | Salindeg, Pong-ol, Barraca ES | | Peter John Frial | | Elsie Amorin | Richard Agtutubo |
| | | | Tamag ES | | Rommel Rabo | | Clarito Siababa | Royston Quidolit |
| | | | Burgos MSW | | Felipa Regaspi | Susiemar Rapisura | Edgar Pescador | Ana Castor |
| | | | Ayusan-Paoa ES | | Edgar Pescador | | Nelson Robiñol | Karen Frando |
| | | | Capangpangan ES | | Pelagio Cardenas | | Solito Cortel | Eric Bilgera |
| | | | Jose Singson ES | | Clarito Siababa | | Felipa Regaspi | Dina Rivad |
| | | | Pantay IS | | Solito Cortel | | Peter John Frial | Grace Castañeda |
| | | | San Julian ES | | Rommel Rabo | | Amelyn Abella | Lany Corpuz |
| | | | Burgos MSE | | Rommel Rabo | | Gloria Cabotaje | Edgar Pescador |
| | | | Cabaroan-Cabalangegan ES | | Amelyn Abella | Felipa Regaspi | | Azenith Ramos |

| | | | | | | | | |
|----|-------------------|-----------|--------------------|-----------|---|----------------------------------|--|---------------------|
| | | | Camangaan ES | | Solito Cortel | Aphrodite Hope Martinez | Nelson Robiñol | Paulino Aninag Jr. |
| | | | Nagsangalan ES | | Nelson Robiñol | | Clarito Siababa | Nora Paroligan |
| | | | Raois ES | | Edgar Pescador | | Solito Cortel | Leticia Pugrad |
| | | | Rugsuanan-Puroc ES | | Felipa Regaspi | | Amelyn Abella | Vivian del Castillo |
| 7 | April 13-15, 2026 | 8:00-5:00 | ISNHS | MB Room 1 | Pelagio Cardenas Aphrodite Hope Martinez | Nelson Robiñol Solito Cortel | Ronald Alejo Efren Armandico Grace Castañeda Katrine Arce (Secretariat) | |
| 8 | April 16-17, 2026 | 8:00-5:00 | ISNHS | MB Room 9 | Rommel Rabo Susiemar Rapisura | Clarito Siababa Amelyn Abella | Aileen Joy Manzano Erlinda Anicas Glen Tadena Jonathan Frando (Secretariat) | |
| 9 | April 13-14, 2026 | 8:00-5:00 | ISNHS | MB Room 7 | Elsie Amorin Racquel Follante | Rommel Rabo Felipa Regaspi | Maria Theresa Redondo Joseph Obrero Editha Bagcal Mark Allen Sinogo (Secretariat) | |
| 10 | March 26-27, 2026 | 8:00-5:00 | Ilocos Sur NHS | | Pelagio Cardenas Aurelyn Fieldad | Felipa Regaspi | Anita Presto Eloisa Aquino Dennis Quillopo Ronald Alejo Raymond Florendo Allan Barrientos Remedios Martinez (Secretariat) Leila Rabo (Secretariat) | |
| | March 27, 2026 | 8:00-5:00 | Vigan East NHS | | Elsie Amorin Sherwin Fabre | Rommel Rabo | Editha Bagcal Pablo Bañaga Jr. Jocelyn Tagorda (Secretariat) | |
| | March 27, 2026 | 8:00-5:00 | Vigan West NHS | | Peter John Frial Racquel Follante | Edgar Pescador | Glenn Tadena Rommel Rabo | |

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|------|-------------------|-----------|----------------------------|-----------|--|-------------------------------------|--|
| | | | | | | | Emily Pigao (Secretariat) |
| 11 | April 16-17, 2026 | | ISNHS | MB Room 6 | Peter John Frial Aphrodite Hope Martinez | Edgar Pescador Solito Cortel | Anita Presto Rommel Rabo Aldrich Quiocho Salvador Avisá All Subject Group Heads Jeziel Ulatre (Secretariat) |
| 12 | March 25-27, 2026 | 8:00-5:00 | Ilocos Sur NHS | | Peter John Frial Gloria Cabotaje | Pelagio Cardenas Aurelyn Fieldad | Glen Tadena Anita Presto Aldrich Quiocho Salvador Avisá All Subject Group Heads Lexter Supnet (Secretariat) Kurt Kenneth Aspacio (Secretariat) |
| | March 27, 2026 | 8:00-5:00 | Vigan NHS East | | Elsie Amarin Aurelyn Fieldad | Felipa Regaspi | Jefferson Borillo Editha Bagcal Glen Tadena Ammiel Dwane Alquetra (Secretariat) |
| | March 26, 2026 | 8:00-5:00 | Vigan NHS West | | Peter John Frial Aphrodite Hope Martinez | Edgar Pescador | Monette Refuerzo Glen Tadena Rommel Rabo Edmund Ragucos (Secretariat) |
| ALS | April 13, 2026 | | Vigan Conservation Complex | | Elsie Amarin | Racquel Follante | CID Personnel |
| SNED | April 14, 2026 | | VCS SpEd Center | | Elsie Amarin | Nora Paroligan | CID Personnel |

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|--|-------------------|-----------|--|--|---------------------------------------|-----------------|---|
| All Private Schools (Elementary) Grade 6 | | | | | Susiemar Rapisura Felipa Regaspi | Gloria Cabotaje | Nelson Robiñol Clarito Siababa Cherry Joy Garma Aphrodite Hope Martinez (Secretariat) |
| Grades 1-5 | April 20-21, 2026 | 8:00-5:00 | | | | | |
| All Private Schools (Secondary) Grades 10 & 12 | March 26-27, 2026 | 8:00-5:00 | | | Susiemar Rapisura Peter John Frial | Aurelyn Fieldad | Rommel Rabo Pelagio Cardenas Edgar Pescador Sherwin Fabre (Secretariat) |
| Grades 7-9 & 11 | April 20-21, 2026 | | | | | | |