



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 145, s. 2026

**ADDENDUM TO THE DIVISION CHECKING OF PROMOTIONAL REPORTS
FOR SCHOOL YEAR 2025-2026**

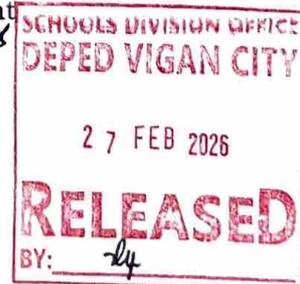
To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Elementary and Secondary School Heads
Private School Administrators/ Laboratory Schools
All Others Concerned

- Per Division Memorandum No. 145, s. 2026, re; Division Checking of Promotional Reports for School Year 2025-2026, this Office informs the rescheduling of the orientation on the checking of forms from March 3, 2026 to **March 2, 2026** at the SDO Conference Hall at 2:00 PM due to the unforeseen conflict of schedule with the 2026 Regional Festival of Talents.
- The participants in the orientation are the School Checking Committee (SCC) Chairpersons and the Vice Chairpersons for Enrollment Count and Learner Profile from public and private elementary schools, as well as private secondary schools. For public secondary schools, SCC Chairpersons and Vice Chairpersons for Enrollment Count and Learner Profile from both Junior High School and Senior High School shall attend.
- All other provisions of the DM 145, s. 2026 remains in effect.
- This memorandum shall serve as the locator slip of the participants from the public schools in the said orientation.
- Immediate dissemination of this memorandum is desired.

for: [Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 11, s. 2018
To be included in the Perpetual Index
Under the following subjects:

FORMS LEARNERS CHECKING OF FORMS COMMITTEES REPORTS



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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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/ft/DM_DivisionCheckingofPromotionalReportsforSY2025-2026



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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	Pelagio Cardenas	Paulino Aninag Jr. Azenith Ramos Lany Corpuz Reggie Quario (Secretariat)	
			Cluster II	JSES	Sherwin Fabre			
			Cluster III	RPES				
Kindergarten & Grade 6	March 25-27, 2026	8:00-12:00 1:00 - 5:00	Vigan CS		Elsie Amorin	Aurelyn Fieldad Racquel Follante Susiemar Rapisura Gloria Cabotaje	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		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		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		Edgar Pescador	Avelina Alon
			Cabaroan-Cabalangangan 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 Amarin 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 Amarin 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	

							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 Avisa 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 Avisa All Subject Group Heads Lexter Supnet (Secretariat) Kurt Kenneth Aspacio (Secretariat)
	March 27, 2026	8:00-5:00	Vigan NHS East		Elsie Amorin 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 Amorin	Racquel Follante	CID Personnel
SNED	April 14, 2026		VCS SpEd Center		Elsie Amorin	Nora Paroligan	CID Personnel

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						