



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



February 19, 2019

DIVISION MEMORANDUM
No. 062 s. 2019

**DIVISION GUIDELINES ON THE PREPARATION AND CHECKING OF
SCHOOL FORMS FOR SCHOOL YEAR 2018-2019**

To: Chief CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/TICs/OICs
All others concern

1. The Department of Education, Schools Division of Ilocos Sur, is providing our teachers guidelines for the preparation and checking of school forms for uniformity and ease of checking.
2. These guidelines were based on DepEd Orders issued to the field.
3. Enclosed are the guidelines for the preparation and checking of school forms.
4. Immediate and wide dissemination of this Memorandum is highly enjoined.



GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent





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Department of Education
Region I
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Bantay, Ilocos Sur



(Enclosure Number 1 of Division Memorandum No. 062, s.2019)

1. For SY 2018-2019, the Fourth Quarter Examinations for Grades 6, Grade 10, Grade 12, and Honor Pupils/Students shall be on **March 14-15, 2019**.
2. Fourth Quarter Examinations for Grades 1-5 and Grades 7-9 and Grade 11, shall be on **March 21-22, 2019**.
3. District Checking of Forms (for Elementary) and Secondary Checking of Forms shall be on **March 18-19, 2019**.
4. Division Checking of Forms for Kinder, Grade 6, Grade 10 and Grade 12 shall be on **March 20-22, 2019**.
5. Division Checking of Forms for the Undergraduates starts on **April 10, 2019**.
6. The List of Qualified Awardees in ALL GRADE LEVELS strictly with attached supporting documents shall be submitted on the day of the Division Checking.
7. Announcement of Awardees shall be done by the School Head after the Division Checking of Forms but not later than **March 26, 2019**.
8. The number of days for SY 2018-2019

June	-	19
July	-	22
August	-	21
September	-	20
October	-	19
November	-	19
December	-	11
January	-	23
February	-	19
March	-	21
April	-	5

199 – Total number of Class Days

9. The curriculum to be followed by grade level
Kindergarten to Grade 12 - K to 12 Basic Education Curriculum
10. **April 1-5, 2019** are the scheduled dates of Graduation Rites, as per School Calendar for School Year 2018-2019. **For SDO Ilocos Sur, end of SY Rites is April 5, 2019**

Recognition	-	Grades 1 to 5; Grades 7 to 9, Grade 11
Moving Up or Completion	-	Kindergarten
Graduation	-	Grade 6
Moving Up or Completion	-	Grade 10
Graduation	-	Grade 12
11. Distribution of Report Cards for Grade 6, Grade 10 & 12 is on **April 11-12, 2019**.
12. Strictly follow the schedule stated in DepEd Order No. 25, s. 2017 (School Calendar of Activities, SY 2018-2019). Regional/Division Office personnel shall monitor the conduct of classes until the last day of classes for the School Year.





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(Enclosure Number 2 of Division Memorandum No. 062, s.2019)

A. GENERAL INSTRUCTIONS (ELEMENTARY AND SECONDARY)

1. Black ballpen shall be used in filling up all the forms.
2. SF 5 (Kindergarten to Grade 12) LIS-generated. (use the latest form)
3. SF 6 LIS-generated. (use the latest form)
4. Learner Reference Number (LRN) of a learner should be consistent with the LRN in all the school forms, documents and records.
5. Forms to be checked by the EPS and members of the District Checking Committee headed by the Public Schools District Supervisor.
 - a. School Form 1 – must be LIS-generated
 - b. SF5 (Kinder to Grade 12) – must be LIS-generated.
 - c. SF6 – must be LIS-generated.
 - d. Kindergarten Progress Report (as per DepEd Order No. 47, s. 2016-Omnibus Policy on Kindergarten Education) and Philippine Early Childhood Development Checklist (ECCD) Form 2
 - e. The new Form 137 (SF10) shall be used by the present Grades 1-2 and Grades 7-8. All other Grades shall use the old/existing Form 137 until the learner completes elementary/ junior high school level. **NSO/PSA Birth Certificate must be attached to the Form 137.**
 - f. Form 138/SF9
 - g. **Diploma** for Grade 12 (with documentary stamp)
 - h. **Certificate** for Kindergarten, Grade 6 and Grade 10 (without documentary stamp)
 - i. School documents like class records, grading sheets, Summary Rating Sheets.
 - j. List of Academic Excellence Awardees (Grade 1 to 12) ALPHABETICALLY ARRANGED and strictly with attached supporting documents (Certified True Copy of Form 138/SF9 and Form 137/SF10)
 - k. List of Leadership Awardees (Grade 6, Grade 10, Grade 12) strictly with attached supporting documents (Table for computed Criteria and Weight, and Certified True Copy of Certificates/Certification/Documentation)
 - l. List of Awardees for Outstanding Performance in Specific Disciplines ((Grade 6, Grade 10, Grade 12) strictly with attached supporting documents **Table for computed Criteria and Weight, and Certified True Copy of Certificates/Certification/Documentation**)
 - Athletics
 - Arts
 - Communication Arts
 - Science
 - Mathematics
 - Social Sciences
 - Technical-Vocational Education
 - m. List of Awardees for Work Immersion (Grade 12) strictly with attached supporting documents Table for computed Criteria and Weight, and Certified True Copy of Certificates/Certification/Documentation)
 - n. List of Awardees for Research/Innovation (Grade 12) strictly with attached supporting documents Table for computed Criteria and Weight, and Certified True Copy of Certificates/Certification/Documentation)
 - o. List of Awardees for Club or Organization Achievement strictly with attached supporting documents Table for computed Criteria and Weight, and Certified True Copy of Certificates/Certification/Documentation)
 - p. Special Recognitions





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6. SF 5 & 6 are the only forms to be submitted to the Division Office in triplicate copies, **soft copy in DVD by district**
 - 1 Folder with SF5 & 6 labeled as Schools Division Office File
 - 1 Folder with SF5 & 6 labeled as School File
 - 1 Folder with SF5 & 6 labeled as Teachers' Fileby district
7. The following should appear as signatories in the School Form 5
 - Prepared by - the Class Adviser
 - Certified Correct - the School Head and District Supervisor
 - Reviewed by - the EPS in-charge of the District
 - Approved by - the Schools Division Superintendent
8. School Form 6 shall be accomplished by the School Heads consolidating the reports of the different grade levels. The school should have only one (1) SF6 to be submitted in 3 copies.
9. Forms shall be properly, completely and neatly accomplished. Entries in all the forms shall be legibly written.
10. Observe the correct nomenclature and order of the different subjects in Forms 137/SF10 & Form 138/SF9.
11. The spelling of the names of pupils/students should be the same in all the forms including the Diploma/Certificate.
12. The correct way of writing the names of the pupils/students are as follows: Last Name, First Name, Name Extension and Middle Name)
 - a. ABAYA, JOSE CUARESMA
 - b. DEL CASTILLO, RAMON ANDAYA
 - c. RAFANAN, MICHAEL JR. RAZO
13. DepEd Order No. 36, s.2016 shall be the basis for the Awards and Recognition from Kinder, Grades 1 to 12.
14. Candidates for Academic Excellence Award in Grades 1 to 12 shall have a General Average of 90% and above and must not have a failing grade in any of the subjects.
15. The following Awards shall be given to Qualified learners:
 - a. Performance Awards for Kindergarten
 - b. Conduct Awards
 - Character Traits for Kindergarten to Grade 3
 - Conduct Awards for Grade 4 to 12
 - c. Academic Excellence Award (Grade 1-12)
 - d. Award for Leadership (Grade 6, Grade 10, Grade 12)
 - e. Award for Outstanding Performance in Specific Disciplines (Grade 6, Grade 10, Grade 12)
 - Athletics
 - Arts
 - Communication Arts
 - Science
 - Mathematics
 - Social Sciences
 - Technical-Vocational Education
 - f. Award for Work Immersion (Grade 12)
 - g. Award for Research/Innovation (Grade 12)
 - h. Award for Club or Organizational Achievement
 - i. Special Recognition
16. List of Qualified Academic Excellence Awardees are ARRANGED ALPHABETICALLY. It shall be submitted in 3 copies. Attach Certified True Copy of Form 138/SF9 and Form 137/SF10.



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17. Academic Excellence Awardees shall be classified as:
- With Highest Honors - with an average of 98-100 - GOLD
 - With High Honors - with an average of 95-97 - SILVER
 - With Honors - with an average of 90-94 - BRONZE
18. Awards and Certificates for learners in graduating/ moving up levels (Kinder, Grade 6, 10 and 12) should be checked against the SF1 for consistency.
19. For the Medal and Plaque Specifications, refer to DepEd Order No. 36, s. 2016, dated June 07, 2016.
20. For Grades 1-10, Learners who have incurred failures in not more than two (2) subjects prior to the effectivity of D.O. No. 8, s. 2015, may be promoted to the next grade level; however, they should be provided with learning opportunities to catch up or make progress on the specific competencies of the subjects they failed.
21. For Grades 11-12, Learners who failed in a subject must be immediately given remedial classes. However, if the learner still fails remedial classes, he/she must retake the subject/s failed during the summer as back subject.
22. For SENIOR HIGH SCHOOL, General Average shall be computed by Semester. The two semesters determine the Final Grade in a School Year.
23. To determine the Honor Graduates for Grade 12, get the average of the Grade 11 and Grade 12.
24. Learners who failed in one (1) or two (2) learning areas should strictly attend to Summer Remedial Classes conducted by the subject teacher in the same school. Report on the conduct of such and the Certificate of Recomputed Final Grade noted by the School Principal shall be submitted to the Schools Division Office on or before **May 31, 2019**.
(Attn: EPS in-charge of the concerned district)
25. Learners who failed in three (3) learning areas will be RETAINED in that grade level.
26. School GRADE LEVEL COMMITTEE of 3 members headed by Department Head or the most senior Grade Level teacher, shall be organized to check the **accuracy, completeness and neatness** of entries in the forms.
27. SCHOOL CHECKING COMMITTEE (SCC) composed of 3 Members, the School Head as the Chairman; and one (1) School ICT Coordinator and one (1) Most Capable Teacher for Curriculum and Assessment shall be created to recheck the forms previously checked by the grade level committee.
28. Once the SCC has completed the checking of forms for all classes in all grade levels, the SCC shall accomplish the School Forms Checking Report (SFCR1) attached as Annex 1a of DepEd Order No. 11, s. 2018.
29. Likewise for the Elementary, a DISTRICT CHECKING COMMITTEE of 5 members headed by the Public Schools District Supervisor shall be organized to check the accuracy and completeness of entries in the forms.
30. A School Head should be assigned per grade level as Chairman in the District Checking of Forms, for Elementary.
31. All List of Awards and Recognitions shall first be checked by the School Head and Public Schools District Supervisors. Final checking will be done by the EPS in-charge of the District before the approval of the SDS.
32. For further understanding of the guidelines, refer to DepEd Order No. 11, s. 2018 for the guidelines on the preparation and checking of School Forms.
33. Strictly **NO ERASURES in all the Forms**.





B. ELEMENTARY AND SECONDARY

ELEMENTARY - School Form 10 – Learner's Permanent Academic Record for Elementary (SF10-ES) as per DepEd Order No. 58, s. 2017

1. The Grade 1 teacher will prepare two (2) copies of SF10-ES and attach the relevant supporting documents (such as copy of the birth certificate, kindergarten completion certificate/Early Childhood Care and Development (ECCD) checklist, progress report or other equivalent document).
2. Any erasures or alterations on the document should be validated and bear the signature of the School Head in ink.
3. The SF10-ES shall be accomplished at the end of the school year or in the event that the learner transfers to another school within the school year.
4. The SF10-ES shall be printed using ordinary legal-size bond paper. Commercial printing that will result in unnecessary expenses is hereby discouraged.
5. To reiterate provisions of D.O. 8 s., 2015 entitled Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program and D.O. 47 s., 2016 entitled Omnibus Policy and Kindergarten Education, learners enrolled in the Kindergarten program shall use the ECCD checklist instead of Form 137 or SF10-ES.

JUNIOR HIGH SCHOOL - School Form 10 – Learner's Permanent Academic Record for Secondary (SF10-JHS) as per DepEd Order No. 58, s. 2017

1. The Grade 7 class adviser will prepare two (2) copies of SF10-JHS and attach the certified true photocopy of SF10-ES along with other relevant supporting documents. If the Form 137 or SF10-ES is not available due to learner's acceleration, the certified true copy of assessment result or certificate shall be used as reference and attachment in SF10-JHS.
2. Any erasures or alterations on the document should be validated and bear the signature of the School Head in ink.
3. The SF10-JHS shall be accomplished at the end of the school year or in the event that the learner transfers to another school within the school year.
4. The SF10-JHS shall be printed using ordinary legal-size bond paper. Commercial printing that will result in unnecessary expenses is hereby discouraged.

SENIOR HIGH SCHOOL - School Form 10 – Learner's Permanent Academic Record for Secondary (SF10-SHS) as per DepEd Order No. 58, s. 2017

1. The Grade 11 and 12 class advisers will prepare two (2) copies of SF10-SHS and attach the certified true photocopy of SF10-JHS along with other relevant supporting documents.
2. Any erasures or alterations on the document should be validated and bear the signature of the School Head in ink.
3. The SF10-SHS shall be accomplished at the end of the school year or in the event that the learner transfers to another school within the school year.

Form 137 (Permanent Record)/ SF 10

1. To be accomplished in duplicate copies, both ORIGINAL and with attached NSO/PSA Birth Certificate. (**Photocopy of the duplicate copy is not allowed**).
2. The new Form 137 (SF10) shall be used by the present Grades 1-2 and Grades 7-8. All other Grades shall use the old/existing Form 137 until the learner completes elementary/ junior high school level.





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3. Components of MAPEH for Grades 1-10 shall be written with the corresponding grade. Average per component should not be computed and written in the Form 137. Only the average of MAPEH as a subject, and not per component.
4. The Final Grade in each learning area and the General Average are reported as whole numbers.
5. Remarks in the Final Grade for every learning areas shall be **Passed** or **Failed**.
6. Failing grade shall be written in **red ballpen** including the action taken **Failed**.
7. For the General Average, **red ballpen** shall be used for **Retained** while **black ballpen** for **Promoted**.
8. Class Adviser shall affix his/her initial beside the General Average.

Form 138 (Report Card)/SF9

1. The arrangement of learner's names in the SF9 (formerly Form 138) should be written the way it was generated in the SF5. (Last Name, First Name, Name Extension, and Middle Name)
2. Components of MAPEH for Grades 1-10 shall be written with the corresponding grade. Average per component should not be computed and written in the Form 137. Only the average of MAPEH as a subject, and not per component.
3. The Final Grade in each learning area and the General Average are reported as whole numbers.
4. Remarks in the Final Grade in all the learning areas shall be **Passed** or **Failed**
5. Failing grade shall be written in **black ballpen** including the action taken **Retained**.
6. Passing grade shall be written in **black ballpen** including the action taken **Promoted**.
7. Class Adviser shall affix his/her initial beside the General Average.
8. Class Adviser and School Head must sign the Form 138. Fill up **ELIGIBLE FOR ADMISSION** to the next grade level with the corresponding signatures.

School Form 5 (Kindergarten to Grade 12)

1. School Form 5 must be LIS-generated. The following School Forms 5 are specified as follows:
 - SF5-K - for Kindergarten
 - SF5 - for Elementary and Junior HS
 - SF5A-SHS - for Senior High School
 - SF5B-SHS - List of Learners with Complete Senior HS requirements
2. SF 5 – Report on Promotion and Level of Progress and Achievement shall be accomplished using legal size (8.5" x 13") bond paper, computerized using black ink and to be submitted in 3 copies all original.
3. Do not include Dropouts and Transferred Out.
4. The SF5 shall be accomplished by the Class Adviser. Final Rating per learning area should be given by the subject teachers. The class adviser should compute for the General Average.
5. On the summary table, reflect the total number of learners **PROMOTED** (final grade of at least 75% in ALL learning areas), **RETAINED** (Did not meet expectations in three (3) or more learning areas, and **CONDITIONALLY PROMOTED** (Did not meet expectations in not more than two (2) learning areas) and the Level of Progress and Achievement according to the Individual General Average.
6. The table for Level of Progress and Achievement must also be filled up. The basis shall be the General Average of the learner.
7. Instructions stated in the SF5 must be strictly followed.



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School Form 6

1. School Form 6 must be LIS-generated. The following School Forms 6 are specified as follows:
SF6 - for Elementary and Junior HS
SF6-SHS - for Senior High School
2. SF 6 – Summarized Report on Promotion and Level of Progress and Achievement shall be accomplished using legal size (8.5" x 13") bond paper, computerized using black ink and to be submitted in 3 copies all original.
3. The SF6 shall be accomplished by the School Head after receiving and validating the SF5 submitted by the Class Advisers
4. SF 5 and SF6 should be submitted to the Schools Division Office by the end of the School Year (after the scheduled Division Checking of Forms) in 3 copies. Soft copy in DVD by district.
5. The table for Level of Progress and Achievement must also be filled up. The basis shall be the General Average of the pupil.
6. Instructions stated in the SF6 must be strictly followed.

Diploma/Certificate of Completion

1. Diploma/Certificate shall be accomplished using the attached format.
2. Based on the latest guidelines, Filipino and English medium shall be used in the Diploma/Certificate (with translation).
3. For the Diploma (Grade 12), use A4 parchment paper. Documentary stamp should be pasted on the left side.
4. For the Certificate (Kindergarten, Grade 6 and Grade 10), use A4 specialty paper, (colors: beige, cream, light yellow). No documentary stamp.
5. The names of the pupils/students in the Diploma/Certificate shall be printed using simple and readable print (no Gothic printing).

for honor graduates:

JUAN A. DELA CRUZ
LRN 001234567890
With Highest Honors

for non-honor graduates:

JUAN A. DELA CRUZ
LRN 001234567890

6. Date of Graduation in the Diploma/Certificate shall be **April 05, 2019**.
7. **Bantay, Ilocos Sur** is the address where the diploma is signed.
8. For the signatories translation: Punung-guro (Principal); Ulong-guro (Head Teacher) while Teacher In-Charge and Officer In-Charge shall be as it is.
9. **Diploma/Certificate shall be countersigned by the Education Program Supervisor (EPS) in-charge of the district, Chief of the Curriculum Implementation Division and Assistant Schools Division Superintendent before the signature of the Schools Division Superintendent.**
10. Diploma/Certificate shall be placed in brown expanded envelope with the list of names and LRN printed outside the envelope.
11. Sample diploma is attached to this memorandum for reference.





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ADDITIONAL REMINDERS

Salient points of DepEd Order No. 002, s. 2019 dated February 18, 2019 entitled School Year 2018-2019 K to 12 Basic Education Program End of School Year Rites;

1. Theme ***Pagkakaisa sa Pagkakaiba-iba: Kalidad na Edukasyon para sa Lahat*** (Unity in Diversity: Quality Education for All).
2. End of SY rites shall be conducted not earlier than April 1 but not later than April 5, 2019. (***For SDO Ilocos Sur, end of SY Rites is April 5, 2019.***)
3. Graduation rites should be SIMPLE but meaningful to encourage civil rites, sense of community and personal responsibility.
4. For public schools, expenses related to EOSY rites should be chargeable to school MOOE. No DepEd personnel shall be allowed to collect any kind of contribution or fee for graduation/moving up/completion.
5. (Section 7) "Further, the EOSY rites and moving up or completion ceremony shall be conducted in an appropriate solemn ceremony befitting the learners and their parents and shall not be used as a political forum. DepEd reiterates the strict compliance with DO 48, s. 2018 entitled prohibition of electioneering and partisan political activity.

NOTHING FOLLOWS





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Kagawaran ng Edukasyon

Department of Education

REHIYON I

REGION I

SANGAY NG ILOCOS SUR

DIVISION OF ILOCOS SUR

PUROK NG XXXXXXXXXX

XXXXXXXX DISTRICT

XXXXXXXXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxxxx

ay kasiya-siyang nakatupad sa mga kinakailangan sa Kurikulum ng Kindergarten na itinakda
has satisfactorily completed the requirements of the Kindergarten Curriculum as prescribed
ng Kagawaran ng Edukasyon, kaya pinagkalooan siya nitong
by the Department of Education and is therefore awarded this

KATUNAYAN

CERTIFICATE

Nilagdaan sa Bantay, Ilocos Sur, Pilipinas nitong ika-5 ng Abril 2019.

Signed in Bantay, Ilocos Sur, Philippines on the 5th day of April 2019.

XXXXXXXXXXXXXXXXXXXX

Ulongguro/Punongguro

Head Teacher/Principal

GEMMA Q. TACUYCUI, CESO V

Pansangay na Tagapamanihala ng mga Paaralan

Schools Division Superintendent





Republika ng Pilipinas

Republic of the Philippines

Kagawaran ng Edukasyon

Department of Education

REHIYON I

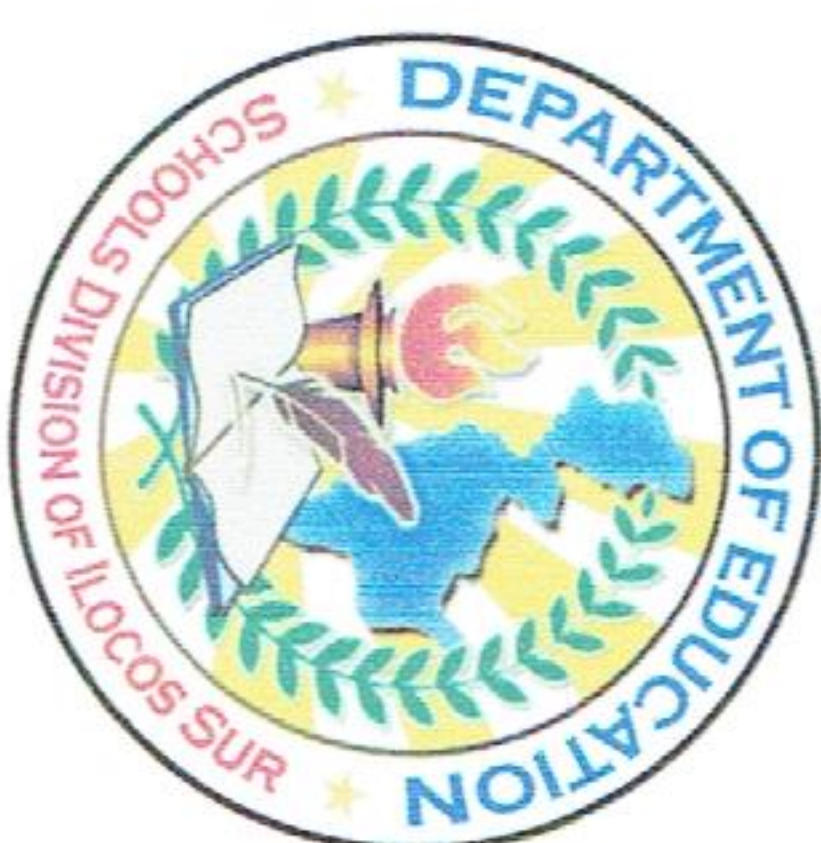
REGION I

SANGAY NG ILOCOS SUR

DIVISION OF ILOCOS SUR

PUROK NG XXXXXXXXXX

XXXXXXXXX DISTRICT



XXXXXXXXXXXX ELEMENTARY SCHOOL

Pinatutunayan nito na si

This certifies that

JUAN A. DELA CRUZ

Learner Reference Number (LRN): xxxxxxxxxxxxxx

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

KATUNAYAN

CERTIFICATE

Nilagdaan sa Bantay, Ilocos Sur, Pilipinas nitong ika-5 ng Abril 2019.

Signed in Bantay, Ilocos Sur, Philippines on the 5th day of April 2019.

XXXXXXXXXXXXXXXXXXXX

Ulongguro/Punongguro

Head Teacher/Principal

GEMMA Q. TACYUCUY, CESO V

Pansangay na Tagapamanihala ng mga Paaralan

Schools Division Superintendent



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REHIYON I

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DIVISION OF ILOCOS SUR

XXXXXXXXXXXX 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 Kurikulum ng Junior High School na itinakda para sa
has satisfactorily completed the requirements of the Junior High School Curriculum 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 Bantay, Ilocos Sur, Pilipinas nitong ika-5 ng Abril 2019.

Signed in Bantay, Ilocos Sur, Philippines on the 5th day of April 2019.

XXXXXXXXXXXXXXXXXX

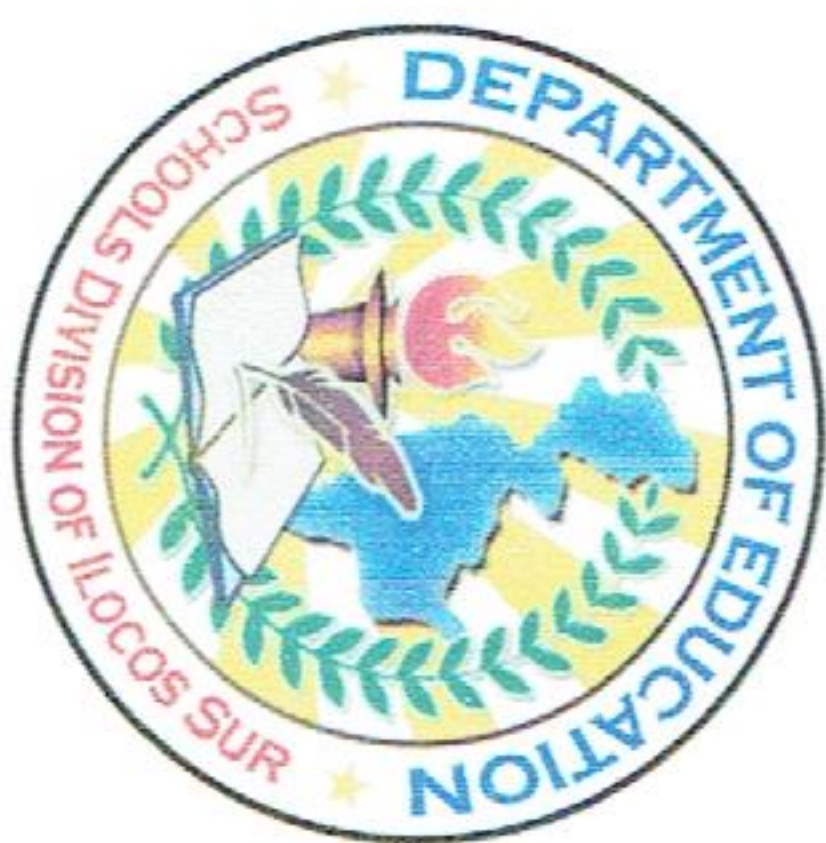
Ulongguro/Punongguro

Head Teacher/Principal

GEMMA Q. TACUYCUY, CESO V

Pansangay na Tagapamanahala ng mga Paaralan

Schools Division Superintendent





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Department of Education

REHIYON I

REGION I

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DIVISION OF ILOCOS SUR

XXXXXXXXXXXX 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

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

Documentary
Stamp

KATIBAYAN

DIPLOMA

Nilagdaan sa Bantay, Ilocos Sur, Pilipinas nitong ika-5 ng Abril 2019.

Signed in Bantay, Ilocos Sur, Philippines on the 5th day of April 2019.

XXXXXXXXXXXXXXXXXX

Ulongguero/Punongguero

Head Teacher/Principal

GEMMA Q. TACUYCUI, CESO V

Pansangay na Tagapamanihala ng mga Paaralan

Schools Division Superintendent

