



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 03-080s, 2026

To: Assistant Schools Division Superintendent
 Functional Division Chiefs
 CID, and SGOD Personnel
 EPSs and PSDSs
 Elementary and Secondary School Heads
 Elementary and Secondary Teachers
 All concerned
 This Division

ASSIGNMENT OF SCHOOLS DIVISION SUPERINTENDENT'S REPRESENTATIVE FOR THE CHECKING OF EOSY REPORTS, COMPLETION, AND GRADUATION RITES FOR SCHOOL YEAR 2025-2026

- In line with the upcoming end of School Year 2025-2026, this memorandum is issued to formally designate the Schools Division Superintendent's (SDS) Representative for graduation rites, completion ceremony, and checking of End-of-School-Year (EOSY) reports.
- To ensure the accuracy, completeness, and timeliness of reviewing and validating school forms and EOSY reports, the checking of these documents is scheduled from March 17-19, 2026.
- All concerned school heads are directed to conduct school-based checking to ensure that all required documents are properly accomplished, verified, and made available for division checking on the scheduled dates.
- Kinder, Grade 1, Grade 6, Grade 7, Grade 10, Grade 11, and Grade 12 shall be the priority grade levels for checking. Thus, more sections in these grade levels shall be subjected to the checking of forms using school size sampling technique as stipulated in DO No. 11 s. 2018.
- The correctness of the following school forms and certificates for Grade 1 and exiting grade levels (Kinder, Grades 6, 10, and 12) shall be verified:

Grade Level	Credentials	Consistency in SFs
Kinder	Information in the SF1 is consistent with what is written in the Birth Certificate.	<ul style="list-style-type: none"> The Omnibus Policy on Kindergarten (DO 47, s. 2016) or the most recent applicable policies should be strictly observed. LRN printed in the Completion Certificate and ECCD Checklist should be consistent with the LRN in the SF1.



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Grade 6		<ul style="list-style-type: none"> • The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed. • LRN printed in the Completion Certificate, SF5, and SF10-ES should be consistent with the LRN in the SF1.
Grade 10		<ul style="list-style-type: none"> • The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed. • LRN printed in the Moving-Up Certificate, SF5, and SF10-JHS should be consistent with the LRN in the SF1.
Grade 12		<ul style="list-style-type: none"> • The existing applicable policies on promotion, retention, awarding of honors, and acceleration should be strictly observed. • LRN printed in the Completion Certificate/Diploma, SF5A, SF5B, and SF10-SHS should be consistent with the LRN in the SF1.

6. The table below provides the list of CID and SGOD Personnel and their respective assignments for the Checking of EOSY Reports, Completion, and Graduation Rites, viz:

District	PSDS	EPSs/Chiefs	Select SDO Personnel
Burgos and San Benito	Kathleen M. Jornaes	Gemna G. Pobe Joselito R. Tokong	Catherine B. Landao
Dapa East	Regemie A. Alburo	Aniesol C. Lasala	Aquino D. Garcia
Dapa West	Leah G. Mones	Neniel E. Dumanjog	Nathaniel A. Congreso Jr.
General Luna	Rolando S. Sapuras	Luz Sandra R. Fernandez Florangel S. Arcadio	Reggy C. Asupre Louwyn E. Gubaton
Numancia	Joseph D. Solana	Randy A. Rudela	Racquel T. Gemparo Marissa L. Cuaresma
San Isidro	Marittes M. Petallo	Fernando A. Dones, Jr.	Reiner S. Oraliza Ferosana D. Tesiorna



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Pilar	Julius T. Penera	Relyn C. Raza	Lowella B. Espanto John Eric A. Jabines
Sapao	Emilie C. Pomoy	Marites T. Penera	Isagani B. Calidguid
Socorro East	Girlie Joi C. Sanico	Harem L. Taruc	Glenda R. Dadap
Socorro West	Sarachen L. Sangco	Elias G. Brina	Christine C. Dulguime

7. Wide dissemination of this Memorandum is desired.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated
Reference: As stated
DO No. 11 s. 2018
DO No. 58 s. 2017

To be indicated in the Perpetual Index under the following subjects:
CHECKING OF FORMS GRADUATION COMPLETION

CID/ned
3/03/26