



DepEd ICT Unit
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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY



**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM

No. 0271, s. 2026

**IMPLEMENTATION OF THE SCHOOL FORMS INTERNAL VERIFICATION LOG IN THE
 REVIEW OF SCHOOL FORMS**

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Public School District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In line with the continuing efforts of the Schools Division Office to ensure accuracy, consistency, and accountability in the preparation and checking of School Forms, all public elementary and secondary schools are hereby advised to utilize the School Forms Internal Verification Log during the internal review of School Forms at the school level (see attached templates).

2. The said tool is intended to document the personnel involved in the verification of School Forms and to ensure that required entries, grade computations, and learner information are properly reviewed prior to the division-level checking by the Division Checking Committee. This shall be utilized every school year, starting School Year 2025–2026.

3. The verification shall cover the review of the following School Forms: SF1 (School Register), SF2 (Daily Attendance and Summary), SF5 (Report on Promotion and Level of Proficiency), SF9 (Learner’s Report Card), and SF10 (Learner Permanent Record), including the checking of grade computations and consistency of records with the Learner Information System (LIS). Other School Forms not listed may also be included in the verification process, as deemed applicable based on the context and existing practices of the school.

4. The use of this log does not constitute an additional task for school personnel, as the preparation and checking of School Forms are already required under existing policies. Rather, it shall serve solely as a documentation and monitoring mechanism to record the personnel who conducted the verification and to strengthen accountability in the checking process.

5. This initiative supports the implementation of DepEd Order No. 11, s. 2018 and is consistent with the principles of process documentation and



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monitoring under DepEd Order No. 009, s. 2021. The log shall not replace the prescribed checking forms indicated in existing policies but shall serve as an internal documentation mechanism at the school level.

6. All schools are hereby directed to upload the scanned and signed accomplished School Forms Internal Verification Log covering all grade levels, including the list of Grade Level Chairpersons, through the following link: <https://tinyurl.com/VLog25-26>.

7. Immediate dissemination of and compliance with this Memorandum are hereby directed.

NOEL D. BAGANO
Schools Division Superintendent

sgod/csj
March 18, 2026



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SCHOOL FORMS INTERNAL VERIFICATION LOG

Annex 1

School:

District / Unit:

School Year:

Grade Level	Chairperson	Signature

Certified Correct:

School Head

SCHOOL FORMS INTERNAL VERIFICATION LOG

(Support monitoring tool aligned with DO 11, s. 2018)

Annex 2A

School:

District / Unit:

School Year:

Grade	Section	Adviser	Tasks	Signature Over Printed Name	Date of Checking	LIS Compliant (Yes/No)	Remark/s
Kinder	Matapat	Adviser 1	SF1 School Register				
			SF2 Daily Attendance and Summary				
			SF 5 Report on Promotion				
			SF 9 Report Card				
			SF10 Permanent Record				
		Computation of Averages					
		Adviser 2	SF1 School Register				
			SF2 Daily Attendance and Summary				
			SF 5 Report on Promotion				
			SF 9 Report Card				
			SF10 Permanent Record				
		Computation of Averages					
		Adviser 2	SF1 School Register				
			SF2 Daily Attendance and Summary				
			SF 5 Report on Promotion				
SF 9 Report Card							
SF10 Permanent Record							
Computation of Averages							

Certified Correct:

School Head

SCHOOL FORMS INTERNAL VERIFICATION LOG

(Support monitoring tool aligned with DO 11, s. 2018)

Annex 2B

School:

District / Unit:

School Year:

Grade	Section	Adviser	Tasks	Signature Over Printed Name	Date of Checking	LIS Compliant (Yes/No)	Remark/s
		<Adviser 1>	SF1 School Register				
			SF2 Daily Attendance and Summary				
			SF 5A Report on Promotion				
			SF 5B Report on Promotion				
			SF 9 Report Card				
			SF10 Permanent Record				
			Computation of Averages				
		<Adviser 2>	SF 5A Report on Promotion				
			SF 5B Report on Promotion				
			SF 9 Report Card				
			SF10 Permanent Record				
			Computation of Averages				

Certified Correct:

School Head