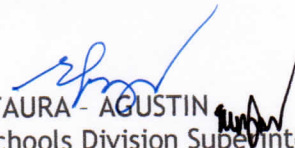


Department of Education
DIVISION OF TANAUAN CITY



UNNUMBERED MEMORANDUM 095

TO: Assistant Schools Division Superintendent
 Chiefs, CID AND SGOD
 All Education Program Supervisors
 All Public School District Supervisors
 All Elementary and Secondary School Heads
 All Others Concerned

FROM: EDNA FAURA - AGUSTIN 
 OIC- Schools Division Superintendent

SUBJECT: CHECKING OF FORMS AND NUMBER OF SCHOOL DAYS FOR THE SY 2017-2018

DATE: March 2, 2018

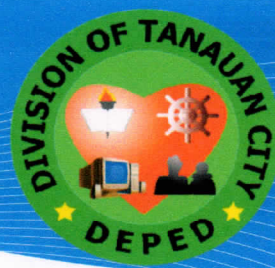
In relation to the smooth conduct of the year-end rites activities for the S.Y. 2017-2018, the field is hereby informed of the following :

1. Ages in Form 137 and 138 - follow what is in the LIS Form
2. All School Forms should be printed in Legal size of Bond Paper
3. Template for Honors and different awards should be printed in Letter size of Bond Paper
4. Date in all forms should be April 6, 2018 except in DIPLOMA/Graduation and Form 137 which is the Actual Date of Graduation
5. Number of School Days for the SY 2017-2018:

Month	No. of Days
June _____	18
July _____	21
August _____	21
September _____	19
October _____	15
November _____	19
December _____	16
January _____	21
February _____	19
March _____	20
April _____	5
Total -----	195



Department of Education
DIVISION OF TANAUAN CITY



6. Schedule of Checking of Forms

March 8 & 9, 2018 - School Checking of DepEd Forms of Kindergarten, Grades 6, 10, 12 and Honors from Grades 1 - 12

March 12 & 13, 2018 - District Checking of DepEd Forms of Kindergarten, Grades 6, 10, 12 and Honors from Grades 1 - 12

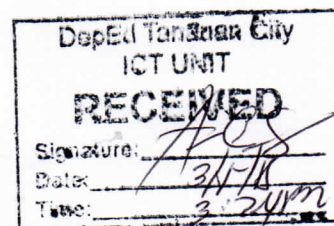
March 14, 2018 - Division Checking of DepEd Forms of Kindergarten, Grades 6, 10, 12 and Honors from Grades 1 - 12
AM --- East and North District
PM --- South and West District

March 19, 2018 - Deliberation of Honors- Elementary, Junior & Senior High Schools

April 2 & 6, 2018 - Graduation of Grade 6 and Grade 12 and Moving Up of Kindergarten and Grade 10

April 10-11, 2018 - District Checking of DepEd Forms of Grades 1-5, 7-9 & 11.

Immediate dissemination of this memorandum is earnestly desired



OCID-Values /Checking of Forms and Number of School Days
UN 095 March 2, 2018