



Republic of the Philippines
Department of Education
REGION VII
DIVISION OF GUIHULNGAN CITY

Office of the Schools Division
Superintendent

February 17, 2020

DIVISION MEMORANDUM

No. 046 s. 2020

**ANNOUNCEMENT ON CHECKING OF SCHOOL FORMS, ASSIGNMENT
OF SCREENING COMMITTEE AND OTHER CONCERNS IN
COMPLIANCE TO D.O. NO. 11, S. 2018**

To: Chiefs, SGOD/CID
Education Program Supervisors
Education Program Specialists
Cluster Heads
Elementary and Secondary School Heads

1. This is to disseminate to the field the schedule of checking of school forms, composition of the Division Checking Committee, and other announcements, in compliance with DepEd Order No. 11, s. 2018 entitled "Guidelines on the Preparation and Checking of School Forms", to ensure accuracy, reliability of data, and other entries in school forms.
2. The preparation and checking of school forms are among the critical activities anticipated at the end of the School Year. Section V, Item A.2.1 of the same Guidelines requires all schools to create a School Checking Committee (SCC) with the School Head as the Chair. There will be two Vice-Chairs at the SCC to be determined by the School Head. The ICT Coordinator or the System Administrator for LIS/EBEIS shall serve as Vice-Chair for Enrollment Counts, and Learner Profile. The School Head shall also appoint the most capable personnel as Vice Chair for Curriculum and Assessment. All Schools with three or more sections in each grade level may organize sub-committees comprised of the class advisers and other subject teachers.
3. All members of the SCC are directed to review the said DepEd Order particularly Section V, Item A.2.2, and Item B.1, on the roles and functions of the committee and its members, including the tasks and reference documents at the school level checking. Other important reminders are given in Section V, Item B.2.2.iv, and Item C.1-2, and Section VI of the same DepEd Order.

4. The schedule of checking of forms at the school level for the priority grade levels and other grade levels is given in Table 1.1 and Table 1.2.

Table 1.1. SCHEDULE OF SCHOOL LEVEL CHECKING OF SCHOOL FORMS

Date	Priority Grade levels	Venue	Monitor	Expected Output
March 18-20, 2020	All classes in Kinder & Grade 6	School	School Checking Committee	1. All SFs generated from the LIS are correct; learners' data and information are ensured accurate, consistent, and reliable in all SFs.
	All classes in Grades 10 and 12			2. Accomplished SFCR1 Annex 1a & 1b to be submitted/used as reference during the Division Checking of Forms

Table 1.2. SCHEDULE OF SCHOOL LEVEL CHECKING OF SCHOOL FORMS

Date	Other Grade Levels	Venue	Monitor	Expected Output
March 24-26, 2020	Grades 1 to 5	School	School Checking Committee	1. All SFs generated from the LIS are correct; learners' data and information are ensured accurate, consistent, and reliable in all SFs.
	and Grades 7 to 9 and Grade 11			2. Accomplished SFCR1 Annex 1a & 1b to be submitted/used as reference during the Division Checking of Forms

5. The Division Level Checking of Forms for the priority grade levels (Kinder, Grades 6, Grade 10, and 12) shall be conducted on the schedule given in Table 2. Furthermore, the composition of the Division Checking Committee members and their assigned clusters are found in Table 3. **The DCC is directed to convene for the Orientation of Roles and Responsibilities, on March 23, 2020, at 8 o'clock in the morning, at the Division Office Conference Room. Each participant is directed to bring a copy of D.O. No. 11, S. 2018, for reference.**

Table 2. SCHEDULE OF DIVISION LEVEL CHECKING OF SCHOOL FORMS OF PRIORITY GRADE LEVELS

Date	Priority Grade levels	Venue	Monitor	Expected Output
March 24-26, 2020	Kinder & Grade 6	Cluster Lead School	See Table 3	1. All SFs generated from the LIS are correct; learners' data and information are ensured accurate, consistent, and reliable in all SFs.
	Grades 10 and 12			2. Accomplished SFCR3 Annex 1c to be submitted for Monitoring and Evaluation (M&E)

3		Dr. Marciano B. Apao	Mrs. Behian F. Morales	Ms. Grazelle Anne A. Bulibuli
4		Dr. Susan T. Balbuena	Dr. Ariel S. Binondo	Mr. Christian Edu B. Villegas
5	March 24-26, 2020	Dr. Emilia M. Baydal	Dr. Zosima G. Aguirre	Mr. Maximo Nelson C. Villegas
6		Dr. Ronito R. Navarro	Mr. Odille G. Erojo	Mr. Wilmer Delasondra
7		Dr. Symper T. Basiliote	Dr. Lourdes L. Fernandez	Mrs. Queenie B. Absin
8		Mrs. Estrella B. Icalina	Mrs. Juditha B. Paunillan	Mr. Victor Romel A. Villahermosa
9		Dr. Jose F. Belono, Jr.	Mrs. Mae L. Bayarcal	Dr. Margie T. Caseres
10		Dr. Enrique Q. Retes	Lourdes M. Fernandez	Dr. Vicente C. Rondubio

**Table 3. COMPOSITION OF THE DIVISION CHECKING COMMITTEE (DCC)
& CLUSTER ASSIGNMENT**

Chair: Dr. Nonale D. Resoor, CID Chief
Vice Chair: Ms. Donabel D. Orcullo, SGOD Chief

MEMBERS				
Cluster	Date of Checking	CID In-Charge	Cluster Head	SGOD In-Charge Monitor
1	March 24-26, 2020	Dr. Vivian D. Tam	Dr. Roditha B. Belono	Mr. Jessie T. Colegio
2		Mrs. Josebel G. Lasconia	Mrs. Veronica B. Atoy	Mr. Jerome P. Absin
3		Dr. Marciano B. Apao	Mrs. Bebian F. Morales	Ms. Grazelle Anne A. Bulibuli
4		Dr. Susan T. Balbuena	Dr. Ariel S. Binondo	Mr. Christian Edu B. Villegas
5		Dr. Emilia M. Baydal	Dr. Zosima G. Aguirre	Mr. Maximo Nelson C. Villegas
6		Dr. Ronito R. Navarro	Mr. Odille G. Erojo	Mr. Wilmer Delasondra
7		Dr. Symper T. Basiliote	Dr. Lourdes L. Fernandez	Mrs. Queenie B. Absin
8		Mrs. Estrella B. Icalina	Mrs. Juditha B. Paunillan	Mr. Victor Romel A. Villahermosa
9		Dr. Jose F. Belono, Jr.	Mrs. Mae L. Bayarcal	Dr. Margie T. Caseres
10		Dr. Enrique Q. Retes	Lourdes M. Fernandez	Dr. Vicente C. Rondubio

6. The Division Level Checking of Forms for other grade levels (Grades 1 to 5, Grades 7 to 9, and Grade 11) shall be conducted on the schedule given in Table 4:

**Table 4. SCHEDULE OF DIVISION LEVEL CHECKING OF SCHOOL FORMS
OF OTHER GRADE LEVELS**

Date	Other Grade Levels	Venue	Monitor	Expected Output
April 6-8, 2020	Grades 1 to 5 and Grades 7 to 9 and Grade 11	Cluster Lead School	See Table 3	1. All SFs generated from the LIS are correct; learners' data and information are ensured accurate, consistent, and reliable in all SFs. 2. Accomplished SFCR3 Annex 1c to be submitted for Monitoring and Evaluation (M&E);

7. The number of classes to be checked in both priority grade levels and other grade levels at the Division level shall strictly be in adherence with the following school size sampling guide:

Table 5. SCHOOL SIZE SAMPLING GUIDE

Size of School (Based on combined enrollment in the priority grade levels)	Priority Grade Levels		Other Grade levels Minimum No. of Classes
	Percentage	Estimated Minimum No. of Classes	
Very Small (99 and below)	100%	all	2
Small (100 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1,000 and above)	5%	8	5

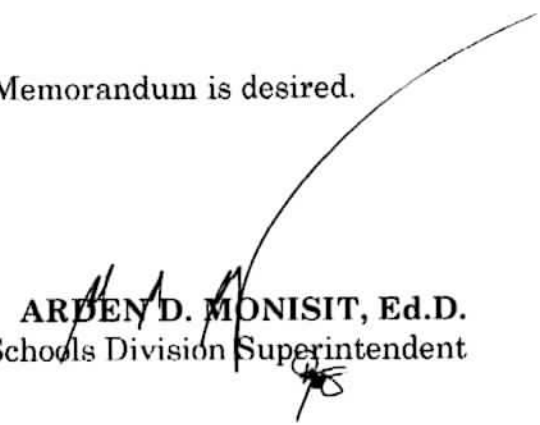
8. All members of the SCC and DCC are further reminded to adhere to Section VI, particularly items 1, 2, 3, and 4, of the same DepEd Order.

9. In view of the participation of some teachers to the CVRAA-related activities, this Office directs all Coaches, Assistant Coaches, and Trainers, to administer their Fourth Quarter Examination on February 28, 2020, in order to give sufficient time to prepare the necessary School Forms to be checked as scheduled above. Moreover, all athletes participating to the CVRAA must have taken their Fourth Quarter Examination and have complied other academic requirements before the Division Enhancement Training of Athletes which shall commence on March 4, 2020. **THE SCHEDULE OF CHECKING OF FORMS IN THE SCHOOL AND DIVISION MUST BE STRICTLY OBSERVED.**

10. Travel and all other expenses incurred by the members of the SCC and DCC in the conduct of this activity shall be charged against School MOOE/Local Funds/Division MOOE, subject to the usual accounting and auditing rules and regulations.

11. This Memorandum serves as Travel Order.

12. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent