



Republic of the Philippines  
Department of Education  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF TACLOBAN CITY

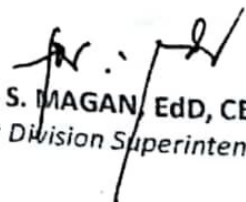
June 2, 2022

DIVISION MEMORANDUM  
No. 243, s. 2022

CONDUCT OF DIVISION CHECKING OF SCHOOL FORMS IN THE PRIVATE SCHOOLS AND SUCs  
FOR SCHOOL YEAR 2021-2022

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
DIVISION CHIEFS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
MEMBERS OF THE DIVISION CHECKING COMMITTEE  
SCHOOL HEADS/ADMINISTRATORS (Private & SUC Schools)  
ALL OTHERS CONCERNED PERSONNEL

1. This Office announces the Conduct of Division Checking of School Forms in the Private Schools and SUCs for School Year 2021-2022 on June 15-July 15, 2022.
2. Processes and Mechanics of the checking of forms, Timeline, indicative activities, designated members of Division Checking Committee and terms of reference are hereby attached for guidance of all concerned.
3. For information, guidance, and compliance of all concerned.

  
MARIZA S. MAGAN, EdD, CESO V  
Schools Division Superintendent

Reference: DepEd Memorandum 37, s. 2022 & DepEd Order No. 11, s. 2018

PRS-SGOD



RELEASED

Date: 4/3/22

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## PROCESSES AND MECHANICS OF THE CHECKING OF SCHOOL FORMS IN THE PRIVATE SCHOOLS AND SUCs

All Private and SUCs schools shall undertake the following pre-checking activity and processes and be guided of the:

1. Conduct School Checking as per DepEd Order No. 11, s. 2018 and DepEd Memorandum No. 37 s. 2022 for all sections in all grade levels and accomplish the School Form Checking Report SFCR 1;
2. Prepare, issue, & present the duly signed/approved by School Head, Certification on the conduct of School Checking;
3. Notify the Division Checking Committee on the school's preferred schedule of actual school form checking through accomplishing the google form link to be deployed on or before June 10, 2022.

### TIMELINE AND INDICATIVE ACTIVITIES ON THE CHECKING OF SCHOOL FORMS IN THE PRIVATE SCHOOLS AND SUCs

Date	Activities	Expected Outcome/Output
June 2, 2022	Planning Meeting with the Division Checking Committee on the Processes and Mechanics of the checking of forms, Timeline, & indicative activities	Issuance of the Division Memorandum relative to the checking of School Forms.
June 10, 2022	Deployment of the Google Form link for the Private and SUCs on their preferred schedule of checking of school forms from June 15 through July 15, 2022.	Provision/ Deployment of Google Forms for the Private and SUCs on their preferred schedule of checking of school forms from June 15 through July 15, 2022.
June 13, 2022	Coordination and Finalization Meeting with all the members of the Division Checking Committee (DCC)	Finalize the Terms and Reference set for and among the members.
June 14, 2022	Orientation for Private and SUCs Schools on the Checking of School Forms SY 2021-2022: Morning Schedule (8:30-11:00) District Learning Center I to V  Afternoon Schedule (1:30-4:00) District Learning Center VI to X	Orients Private and SUCs schools on the Processes and Mechanics of the checking of forms, Timeline, indicative activities, designated members of Division Checking Committee and terms of reference.
June 15 to July 15, 2022	Division Checking Committee conducts checking of school forms in Private and SUC schools	Conducts Checking of School Forms in Private and SUC Schools

**DIVISION CHECKING COMMITTEE MEMBERS WITH TERM OF REFERENCE ON THE CHECKING  
OF SCHOOL FORMS IN THE PRIVATE SCHOOLS AND SUCs**

Name	Position/ Designation	Term of Reference
Dr. Jessica M. Abril	Education Program Supervisor/ Division Coordinator for Private & SUC Schools	Chairperson
Dr. Arnulfo Q. Banzon	Education Program Supervisor/ Division Coordinator for Senior High School Program	Co-Chairperson
Mr. Jade B. Calleja	Senior Education Program Specialist- Planning & Research	Alternate Chairperson
Mr. Roger D. Dagale	Senior Education Program Specialist- Monitoring & Evaluation	Member
Mr. Angelo V. Alcaraz	Planning Officer III	Member
6 <sup>th</sup> Member	School Head of the concerned school	Member
7 <sup>th</sup> Member	LIS Coordinator/ School Registrar of the concerned school	Member