



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

June 16, 2022

DIVISION MEMORANDUM

NO. 092, S. 2022

CONDUCT OF SCHOOL & DIVISION CHECKING OF SCHOOL FORMS IN THE PUBLIC SCHOOLS AND
ANNOUNCEMENT OF THE COMPOSITION OF DIVISION CHECKING COMMITTEE
FOR SCHOOL YEAR 2021-2022

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
SECTION AND UNIT HEADS
ALL OTHERS CONCERNED

1. This Office announces the Conduct of School & Division Checking of School Forms in the Public Schools for School Year 2021-2022 on June 27- July 2, 2022: School Level Checking while the Division Checking shall commence on July 4-July 8, 2022.
2. Processes and Mechanics of the checking of forms both in school & division level shall conform to DepEd Order No. 11, s. 2018 and relevant existing policies.
3. The Timeline, indicative activities, designated members of Division Checking Committee and terms of reference are hereby attached for guidance of all schools.
4. Expenses incurred relative to the conduct of this activity shall be charged to local funds subject to accounting, procurement, and auditing rules and regulations.
5. 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