



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

9 May 2023

DIVISION MEMORANDUM

No. 246, s.2023

CONDUCT OF SCHOOL & DIVISION CHECKING ON SCHOOL FORMS IN THE PUBLIC, PRIVATE & SUCs FOR PRIORITY GRADE LEVELS SCHOOL YEAR 2022-2023

TO: FUNCTIONAL DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC, PRIVATE & SUCs ELEMENTARY & SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

1. This Office, through the Planning and Research Section-SGOD in coordination with the Office of the Curriculum and Implementation Division respectfully announces the Conduct of School & Division Checking on School Forms in the Public, Private & SUCs for priority Grade Levels, grades 12, 10, 6, & Kindergarten following this schedule:
 - Private Schools & SUCs: June 13 to 19, 2023
 - Public Schools: June 20 to 26, 2023
2. The Processes and Mechanics of the checking of forms both in school and division levels shall conform to DepEd Order 11, s. 2018 and other relevant existing policies.
3. The Timeline, indicative activities, designated members of Division Checking Committee and its corresponding terms of reference are hereby attached for guidance of all schools and members of the checking committee.
4. For queries and scheduling of the conduct of checking of school forms following the designated timeline you may contact ANGELO V. ALCARAZ with this contact number 09675081925.
5. Expenses incurred relative to the conduct of this activity shall be charged to local funds subject to procurement, accounting, and auditing rules and regulations.
6. For information, guidance, and compliance of all concerned.

1 of 3

PRS-SGOD

RELEASED
Date: 5/19/23
Time: 4:59
Signature: ↑

JUDELLA RUIZ-LUMPAS EGO, CESO VI
Schools Division Superintendent

**TIMELINE & INDICATIVE ACTIVITIES ON THE CHECKING OF SCHOOL FORMS FOR THE PRIORITY GRADE LEVELS 12, 10, 6, & KINDERGARTEN IN ALL PRIVATE, PUBLIC AND SUCs
SCHOOL YEAR 2022-2023**

DATES	ACTIVITIES	EXPECTED OUTCOME/OUTPUT
June 5, 2023	Orientation to be conducted by the PRS for the DCC Members for Checking of School Forms of the Priority Grade Levels 12,19,6, & Kindergarten	Oriented DCC Members on the Processes and Mechanics of the Checking of School Forms, Timelines, Indicative Activities, Designated Members of the DCC with the Terms of Reference.
June 1-9, 2023	Conduct of School Checking in the Private Schools & SUCs by the respective SCC chaired by the School Head for the Priority Grade Levels 12,10,6, & Kindergarten	Checked School Forms with an accomplished & duly signed SFCR 1 reflecting the priority grade levels 12,10,6, & Kindergarten and issuance of the Certification of School Checking Conducted for the priority grade level/s concerned signed by the School Head.
June 13-19, 2023	Conduct of School Checking in the Public Schools by the respective SCC chaired by the School Head for the Priority Grade Levels 12,10,6, & Kindergarten	Checked School Forms with an accomplished & duly signed SFCR 1 reflecting the priority grade levels 12,10,6, & Kindergarten and issuance of the Certification of School Checking Conducted for the priority grade level/s concerned signed by the School Head.
June 13-19, 2023	Conduct of Division Checking in the Private Schools & SUCs by the respective SCC chaired by the School Head for the Priority Grade Levels 12,10,6, & Kindergarten	Checked School Forms with an accomplished & duly signed SFCR 2 reflecting the priority grade levels 12,10,6, & Kindergarten. The Chairperson of the designated DCC shall countersign the Diploma/Certificate of Completion after the checking. The PRS shall not facilitate issuance of Special Order for graduating SHS Learners and will not accept Diploma/Certificate of Completion for SDS signature if it is not countersigned by the designated DCC Chairperson or the authorized representative.
June 20-26, 2023	Conduct of Division Checking in the Public Schools by the respective SCC chaired by the School Head for the Priority Grade Levels 12,10,6, & Kindergarten	Checked School Forms with an accomplished & duly signed SFCR 2 reflecting the priority grade levels 12,10,6, & Kindergarten. The Chairperson of the designated DCC shall countersign the Diploma/Certificate of Completion after the checking. The PRS shall not accept Diploma/Certificate of Completion for SDS signature if it is not countersigned by the designated DCC Chairperson or the authorized representative.

**COMPOSITION OF THE DIVISION CHECKING COMMITTEE FOR PRIORITY GRADE LEVELS
12,10,6, & KINDERGARTEN IN THE PRIVATE, SUCs, AND PUBLIC SCHOOLS**

GRADE 12

Chairperson: Dr. Arnuno Q. Banzon
Education Program Supervisor/ Division SHS Program Coordinator

Co-Chair: Manolito C. Bolpa
Education Program Specialist II M&E

Members:
School Head or the authorized representative from the concerned school
LIS/Records Officer from the concerned school
Teacher-Adviser

GRADE 10

Chairperson: Dr. Jessica M. Abril
Education Program Supervisor/ Division Private School Coordinator

Co-Chair: Angelo V. Alcaraz
Planning Officer III

Members:
School Head or the authorized representative from the concerned school
LIS/Records Officer from the concerned school
Teacher-Adviser

GRADE 6

Chairperson: Roger D. Dagale
Senior Education Program Specialist M&E

Co-Chair: Dr. Delilah M. Delos Santos
Education Program Supervisor PAPs/Division SBM Coordinator

Members:
School Head or the authorized representative from the concerned school
LIS/Records Officer from the concerned school
Teacher-Adviser

KINDERGARTEN

Chairperson: Dr. Juliet L. Lim
Education Program Supervisor/Division Kindergarten Program Coordinator

Co-Chair: Dr. Meriam M. Gualdrapa
Senior Education Program Specialist HRDS

Members:
School Head or the authorized representative from the concerned school
LIS/Records Officer from the concerned school
Teacher-Adviser