



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

11 May 2023

DIVISION MEMORANDUM

No. 251, s.2023

CONDUCT OF SCHOOL & DIVISION CHECKING ON SCHOOL FORMS IN THE PUBLIC, PRIVATE & SUCs
FOR GRADE 1 TO 5; 7 TO 9 & 11 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 Grade Levels, grades 1 to 5, 7 to 9 & 11 following this schedule:
 - SCHOOL LEVEL CHECKING: Private, Public & SUCs: June 26 to July 7, 2023
 - DIVISION LEVEL CHECKING: Private, Public & SUCs: July 3 to July 21, 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. Expenses incurred relative to the conduct of this activity shall be charged to local funds subject to procurement, accounting, and auditing rules and regulations.
5. For information, guidance, and compliance of all concerned.

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PRS-SGOD

JUDELLA RUIZ-LUMPAS EdD, CESO VI
Schools Division Superintendent

S.O. 120 S. 2023

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