



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

March 1, 2024

**DIVISION MEMORANDUM**

No. 183, s. 2024

**CONDUCT OF SCHOOL & DIVISION CHECKING OF SCHOOL FORMS IN THE PUBLIC SCHOOLS, PRIVATE SCHOOLS & SUCs FOR SCHOOL YEAR 2023-2024 & ANNOUNCEMENT OF THE COMPOSITION OF THE DIVISION CHECKING COMMITTEE**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION  
 CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
 PUBLIC, PRIVATE & SUCs ELEMENTARY & SECONDARY SCHOOL HEADS  
 All Others Concerned

1. This Office announces the Conduct of School & Division Checking of School Forms in the Public, Private, & SUCs for School Year 2023-2024 on April 15-May 17, 2024, for School Level Checking while the Division Checking shall commence on April 22-May 28, 2024.
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 with terms of reference, & list of school forms requirements are hereby attached for guidance of all schools.
4. For clarifications and relevant queries, kindly connect with- **MR. ANGELO V. ALCARAZ**, Planning Officer III at 09675081925 or with this email [angelo.alcaraz@dedped.gov.ph](mailto:angelo.alcaraz@dedped.gov.ph).
5. Expenses incurred relative to the conduct of this activity shall be charged to local funds subject to accounting, procurement, and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

*Sherlita A. Palma*  
**SHERLITA A. PALMA EdD, CESO VI**

Assistant Schools Division Superintendent  
 Office -In-Charge

Office of the Schools Division Superintendent

Enclosures: Timeline, Indicative Activities, & Designated DCC Members  
 Reference: DO 11, s. 2018 & DO 003, s. 2024  
 To be indicated in the Perpetual Index under the following subjects:

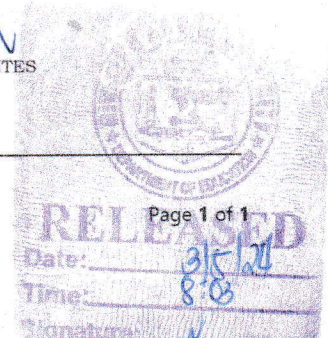
CHECKING OF SCHOOL FORMS  
 AVA/PLO/II  
 March 1, 2024

LEARNERS' RECORDS

EOSY RITES



Address: Real St., Tacloban City  
 Email Address: [sdotaclobancity@deped.gov.ph](mailto:sdotaclobancity@deped.gov.ph)



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Date: 3/1/24

Time: 8:03

Signature: *[Signature]*