



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

MAY 19 2023

MEMORANDUM
No. 110, s. 2023

SCHEDULE OF DIVISION CHECKING OF FORMS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OIC
All Others Concerned

1. Relative to DepEd Memorandum No. 37, s. 2022, titled: **Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms)**, this Office directs the field to comply with the DepEd policy on the resumption of checking the prescribed school forms with the participation of the Division Checking Committee (DCC).

2. Particular attention is invited to paragraph 4 a, page 2, of the aforesaid DepEd Memorandum, relative to the preparation and submission of SFCR 1 and SFCR 2, to wit:

“The DCC is also instructed to include in their activity report the observed implementation of the following recently issued policies related to school report preparation and LIS updating.”

3. The School Head ensures that there is a School Checking Committee (SCC), composed of

- School Head: Chair
- LIS / ICT Coordinator: Vice Chair for Enrollment Count and Learner Profile
- School Personnel: Vice Chair for Curriculum and Assessment
- Members: School Monitoring & Evaluation

4. To support this standard operating procedure, the following shall comprise the Division Checking Committee (DCC):

Chair: **Ms. Madeline Ann L. Diaz**
Chief of Curriculum Implementation (CID)

Vice Chairs: **Dr. Nerissa R. Lomeda**
OIC-Asst. Schools Division Superintendent
Chief of School Governance Operations Division (SGOD) and
Public Schools District Supervisor (PSDS)



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Members: **Education Program Supervisors (EPS)**
Senior Education Program Specialist for Planning and Research
and Division Planning Officer

5. The checking shall commence on **July 4-7, 2023**, for Kinder, Grade 6, Grade 10, and Grade 12. **July 18, 19 & 21, 2023**, for Grade 1 to Grade 5, Grade 7 to Grade 9, and Grade 11.
6. In case of a conflict in schedule, the specific time frame and arrangements per day shall be communicated by the respective teams directly to the school head/principal concerned, who is the Chair of the School Checking Committee. Moreover, other teams/committees may assist or help other clusters due to time constraints.
7. Kindly take note that the chair and members of the school checking committee must be present during the checking of forms.
8. For strict compliance of all concerned.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
Reference: DepEd Memorandum No. 011, s. 2018
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL FORMS

MTCD/Memo – Schedule of Division Checking of Forms as Prescribed in DepEd Order No. 11, S. 2018
(Guidelines on the Preparation and Checking of School Forms) _ May 15, 202 /110

NUM-2023-110



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SCHEDULE OF DIVISION CHECKING OF FORMS

School	CID Area of Focus (for checking and validation)	SGOD Area of Focus (for checking and validation)
	• LIS Generated SF 5 • SF 10 (Shared with the SGOD) including Affidavit of Undertaking • Certificate of Completion • SF 9 • Class Record/Summary of Grades	• LIS Generated SF1 • SF4, SF2 • NSO/PSA Birth Certificate/equivalent document • Other relevant documents • PEPT Results
July 4, 2023		
Cluster 1 SESSPA Zone 3 & 4 Kinder & Grade 6	Dr. Yaledegler C. Maligaya Ms. Neri Lorenzo	Ms. Phoebe Arroyo
Cluster 2 BES Kinder & Grade 6	Dr. Mark Joseph C. Fernandez Ms. Mariel Eugene L. Luna	Mr. Joseph D. Nilo
Cluster 3 LIS Kinder, Grade 6 & Grade 10	Mr. Jay Boy E. Evano Dr. Ma. Carmen Solayao	Dr. Zoren Pepito L. Gubalane
Cluster 4 TNHS Grade 10 & Grade 12	Dr. Ma. Theresa C. Dela Rosa Dr. Liliosa B. Palce	Ms. Chelo DG Rongavilla
Cluster 5 F De Mesa Kinder & Grade 6	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Cecilia Teresa C. Claudel
Cluster 6 VHES Kinder & Grade 6	Ms. Alyssa V. Aventurado Dr. John Albert Colle	Mr. Andrei F. Sicam



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Cluster 7 MSHS Grade 10 & Grade 12	Ms. Clarisa C. Avila Dr. Armida Oblinada	Mr. King Solidini
Cluster 8 CESA Kinder & Grade 6	Dr. Myra E. Namit Dr. Gina Urquia	Ms. Rochelle Jimenez
Cluster 9 AES Kinder & Grade 6	Ms. Evangeline Aman Mr. Edison Enerlas	Ms. Ivy Romano
July 5, 2023		
Cluster 1 SES Kinder & Grade 6	Dr. Yaledegler C. Maligaya Ms. Cecilia Ilarde	Ms. Phoebe Arroyo
Cluster 2 MBHS M Grade 10	Dr. Mark Joseph C. Fernandez Ms. Mariel Eugene L. Luna	Mr. Joseph D. Nilo
Cluster 3 PEDHS Grade 10	Mr. Jay Boy E. Evano Dr. Ma. Carmen Solayao	Dr. Zoren Pepito L. Gubalane
Cluster 4 MNHS Grade 10 & Grade 12	Dr. Ma. Theresa C. Dela Rosa Dr. Liliosa B. Palce	Ms. Chelo DG Rongavilla
Cluster 5 PES Kinder & Grade 6	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Cecilia Teresa C. Claudel
Cluster 6 POBES Kinder & Grade 6	Ms. Alyssa V. Aventurado Dr. John Albert Colle	Mr. Andrei F. Sicam
Cluster 7 TES Kinder & Grade 6	Ms. Clarisa C. Avila Dr. Armida Oblinada	Mr. King Solidini



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Cluster 8 BSES Kinder & Grade 6	Dr. Myra E. Namit Dr. Gina Urquia	Ms. Rochelle Jimenez
Cluster 9 BES Main Kinder & Grade 6	Ms. Evangeline Aman Mr. Edison Enerlas	Ms. Ivy Romano
July 6, 2023		
Cluster 1 CES Kinder & Grade 6	Dr. Yaledegler C. Maligaya Ms. Neri Lorenzo	Ms. Phoebe Arroyo
Cluster 2 MBHS A Grade 10	Dr. Mark Joseph C. Fernandez Ms. Mariel Eugene L. Luna	Mr. Joseph D. Nilo
Cluster 3 CSHS Grade 12	Mr. Jay Boy E. Evano Dr. Ma. Carmen Solayao	Dr. Zoren Pepito L. Gubalane
Cluster 4 IES Kinder & Grade 6	Dr. Ma. Theresa C. Dela Rosa Dr. Liliosa B. Palce	Ms. Chelo DG Rongavilla
Cluster 5 SHES Kinder & Grade 6	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Cecilia Teresa C. Claudel
Cluster 6 PNHS Grade 10	Ms. Alyssa V. Aventurado Dr. John Albert Colle	Mr. Andrei F. Sicam
Cluster 7 MES Kinder & Grade 6	Ms. Clarisa C. Avila Dr. Armida Oblinada	Mr. King Solidini
Cluster 8 SHS 11	Dr. Myra E. Namit Dr. Gina Urquia	Ms. Rochelle Jimenez



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Cluster 9 BES I Kinder & Grade 6	Ms. Evangeline Aman Mr. Edison Enerlas	Ms. Ivy Romano
July 7, 2023		
FAES Grade 6 & Kinder	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Cecilia Teresa C. Claudel
July 18,19 & 21, 2023 Grade 1-5, Grade 7-10 & Grade 11		
Cluster 1 SESSPA Z3 & 4, SES M, CES M	Dr. Yaledegler C. Maligaya Ms. Neri Lorenzo	Ms. Phoebe Arroyo
Cluster 2 BES, MBHS M & MBHS A	Dr. Mark Joseph C. Fernandez Ms. Mariel Eugene L. Luna	Mr. Joseph D. Nilo
Cluster 3 PEDHS, CSHS & LIS	Mr. Jay Boy E. Evano Dr. Ma. Carmen Solayao	Dr. Zoren Pepito L. Gubalane
Cluster 4 IES, MNHS & TNHS	Dr. Ma. Theresa C. Dela Rosa Dr. Liliosa B. Palce	Ms. Chelo DG Rongavilla
Cluster 5 FDMESA, PES, SHES, & FAES	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Cecilia Teresa C. Claudel
Cluster 6 VHES, POBES & PNHS	Ms. Alyssa V. Aventurado Dr. John Albert Colle	Mr. Andrei F. Sicam
Cluster 7 TES, MES & MSHS	Ms. Clarisa C. Avila Dr. Armida Oblinada	Mr. King Solidini



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Cluster 8 CESA, BSES & SSHS	Dr. Myra E. Namit Dr. Gina Urquia	Ms. Rochelle Jimenez
Cluster 9 BES, BES I & AES	Ms. Evangeline Aman Mr. Edison Enerlas	Ms. Ivy Romano



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