



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

Office of the Schools Division  
Superintendent

**MEMORANDUM**

No. 137, s, 2023

**CONDUCT OF CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT (SFCR)  
v3 FOR SCHOOL YEAR 2022-2023**

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

1. The Curriculum Implementation Division shall conduct the above captioned activity on June 20, 2023.
2. Refer to the following attachments for more information and details.  
Attachment 1 – List of Participants  
Attachment 2 – Training Matrix
3. 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,  
2023 **137**

NUM-2023-137



Student Center for Life Skills Bldg., Centennial Ave.,  
Brgy. Tunasan, Muntinlupa City  
(02) 8805 – 9935, (02) 8805 - 9940  
sdo.muntinlupa@gmail.com



Certified No: 18.1519.026

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**Schools Division Office – Muntinlupa City**

Matrix of Activities

**CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT  
 (SFCR) v. 3 FOR SCHOOL YEAR 2022-2023**

**Elementary**

**Venue:** 4<sup>th</sup> Floor SDO Muntinlupa Activity Center

June 20, 2023  
 8:00 a.m.-12:00 p.m.

| TIME             | DAY 1                                                                                                                                                                                                                |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 – 8:30 a.m. | <b>Opening Program</b><br><br><b>Ms. Ada Trinidad A. Tagle</b>                                                                                                                                                       |
| 8:31 – 9:00 a.m. | DepEd Memorandum 37, s 2022<br><br><b>Ms. Evangeline M. Aman</b>                                                                                                                                                     |
| 9:01-9:30 a.m.   | Review of School Forms 1-7 & SFCR 1<br><br><b>Dr. Ma. Theresa C. Dela Rosa</b>                                                                                                                                       |
| 9:31-10:00 a.m.  | Duties and Functions of School Forms Checking Team<br><br><b>Dr. Yaledegler C. Maligaya</b>                                                                                                                          |
| 10:01-10:30 a.m. | FAQs<br><br><b>Dr. Ma. Myra E. Namit</b>                                                                                                                                                                             |
| 10:31-12:00 p.m. | <b>Cluster Activity</b> <ul style="list-style-type: none"> <li>• Presentation of SFCR Result SY 2020-2021</li> <li>• School Individual Plan</li> <li>• Simulation of school checking of forms per cluster</li> </ul> |



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**CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT  
(SFCR) v. 3 FOR SCHOOL YEAR 2022-2023**

**Junior & Senior High School**

**Venue:** 4<sup>th</sup> Floor SDO Muntinlupa Activity Center  
June 20, 2023  
1:00 p.m.-5:00 p.m.

| TIME             | DAY 1                                                                                                                                                                                                            |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1:00 – 1:30 p.m. | <b>Opening Program</b><br><b>Ms. Alyssa V. Aventurado</b>                                                                                                                                                        |
| 1:31 – 2:00 p.m. | DepEd Memorandum 37, s 2022<br><b>Ms. Clarisa C. Avila</b>                                                                                                                                                       |
| 2:01-2:30 p.m.   | Review of School Forms 1-7 & SFCR 1<br><b>Dr. Ma. Theresa C. Dela Rosa</b>                                                                                                                                       |
| 2:31-3:00 p.m.   | Duties and Functions of School Forms Checking Team<br><b>Dr. Mark Joseph Fernandez</b>                                                                                                                           |
| 3:01-3:30 p.m.   | FAQs<br><b>Mr. Jay Boy Ebano</b>                                                                                                                                                                                 |
| 3:31-5:00 p.m.   | <b>Cluster Activity</b> <ul style="list-style-type: none"><li>• Presentation of SFCR Result SY 2020-2021</li><li>• School Individual Plan</li><li>• Simulation of school checking of forms per cluster</li></ul> |



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**LIST OF PARTICIPANTS TO CLUSTER TRAINING ON SCHOOL FORMS  
CHECKING REPORT**

**(SFCR) v. 3 FOR SCHOOL YEAR 2022-2023**

**Venue:** 4<sup>th</sup> Floor SDO Muntinlupa Activity Center

June 20, 2023

8:00 a.m.-12:00 p.m. Elementary

1:00 p.m.-5:00 p.m. Junior & Senior High School

|    | NAME                         | DESIGNATION                 |
|----|------------------------------|-----------------------------|
| 1  | DR. YALEDEGLARE DC. MALIGAYA | PSDS                        |
| 2  | DR. MARK JOSEPH C. FERNANDEZ | PSDS                        |
| 3  | MR. JAYBOY E. EVANO          | PSDS                        |
| 4  | DR. MA. THERESA C. DELA ROSA | PSDS                        |
| 5  | MS. ADA TRINIDAD A. TAGLE    | PSDS                        |
| 6  | MS. ALYSSA V. AVENTURADO     | PSDS                        |
| 7  | MRS. CLARISA C. AVILA        | PSDS                        |
| 8  | DR. MA. MYRA E. NAMIT        | PSDS                        |
| 9  | MS. EVANGELINE M. AMAN       | PSDS                        |
| 10 | MR. EDIZER S. LAQUEO         | PRINCIPAL BES MAIN          |
| 11 | MR. REYNALDO O. COMISARIO    | PRINCIPAL FDMESA ES         |
| 12 | DR. ROSENDO E. SANGALANG     | PRINCIPAL LIS               |
| 13 | MR. FEIPE W. MARAPAO         | PRINCIPAL PES               |
| 14 | MS. NOEMI B. ZARATE          | PRINCIPAL SHES              |
| 15 | MS. JENNIFER S. JOSON        | PRINCIPAL TES               |
| 16 | DR. MA. AURORA S. BARTOLABA  | PRINCIPAL MES               |
| 17 | DR. ANTONIO C. GAGALA        | PRINCIPAL IES               |
| 18 | DR. RAUL T. FELIX            | PRINCIPAL POBES             |
| 19 | MS. MA. HAZEL B. HERNANDEZ   | PRINCIPAL VHES              |
| 20 | DR. ANTONIO B. ROCHA         | PRINCIPAL MNHS MAIN         |
| 21 | MR. DAVID T. LIBAO           | PRINCIPAL PNHS              |
| 22 | DR. ADOR B. QUERUBIN         | PRINCIPAL TNHS              |
| 23 | DR. FLORANTE C. MARMETO      | PRINCIPAL MSHS              |
| 24 | DR. SHEILA C. NAVARRO        | PRINCIPAL AES               |
| 25 | MS. RHODORA V. MANDAP        | PRINCIPAL CES MAIN          |
| 26 | MR. HILARIO G. CANASA        | PRINCIPAL BES               |
| 27 | DR. JANE MAY C. VALBUENA     | PRINCIPAL SES MAIN & MBHS A |
| 28 | MS. ALMA O. BITUIN           | PRINCIPAL SESSPA ZONE 3 & 4 |
| 29 | MS. EDEN G. CADO             | PRINCIPAL BSES              |
| 30 | MS. MARIE ANN R. ESMERIA     | PRINCIPAL CESA              |
| 31 | MS. OLIVIA G. ELLOSO         | PRINCIPAL FAES              |
| 32 | DR. BUENA C. DELA CRUZ       | PRINCIPAL BES I             |



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|    |                            |                           |
|----|----------------------------|---------------------------|
| 33 | MS. EDEN B. BINADAY        | PRINCIPAL PEDHS           |
| 34 | MS. VILMA S. VILLORIA      | PRINCIPAL MBHS MAIN       |
| 35 | MS. JINKY D. SANTOS        | PRINCIPAL CSH             |
| 36 | MS. ANNIE D. PESITO        | BES MAIN                  |
| 37 | MS. ARIEZA T. DE VERA      | BES MAIN (LIS COOR.)      |
| 38 | MS. ADELINDA D. DOLLESIN   | FDMESA ES                 |
| 39 | MR. MARK ALBERT CAACBAY    | FDMESA ES (LIS COOR.)     |
| 40 | MS. ABBYGAIL A. PALAFOX    | LIS (ELEM)                |
| 41 | MS. SHYREIN MESINA         | LIS (JUNIOR HS)           |
| 42 | MR. JOHN KEVIN LLANDER     | LIS (SENIOR HS)           |
| 43 | MS. LENELYN F. QUERUBIN    | PES                       |
| 44 | MS. DONIBECK SAN JUAN      | PES (LIS COOR.)           |
| 45 | DR. ESTER DUNGCA           | SHES                      |
| 46 | MS. MELISSA MACARINA       | SHES (LIS COOR.)          |
| 47 | MR. JAYSON S. MANIKAN      | TES                       |
| 48 | MS. WILMA RAMOS            | TES (LIS COOR.)           |
| 49 | MS. DELIA TANSECO          | MES                       |
| 50 | MS. KLARIZE BERMEJO        | MES (LIS COOR.)           |
| 51 | MR. MERVIN GONA            | IES                       |
| 52 | MS. MARYROSE LABUNTONG     | IES (LIS COOR.)           |
| 53 | MS. CUNEGUNDA B. MEJICA    | POBES                     |
| 54 | MR. REYMUNDO B. JOSON      | POBES (LIS COOR.)         |
| 55 | MR. WAREN A. TABULINA      | VHES                      |
| 56 | MS. MARILOU L. RIONDANGA   | VHES (LIS COOR.)          |
| 57 | MS. AUDEPAZ BENITES        | MNHS MAIN (JUNIOR HS)     |
| 58 | MS. MYLYN VALLEJO          | MNHS MAIN (SENIOR HS)     |
| 59 | MS. RENALYN DELOSTRICOS    | PNHS                      |
| 60 | MS. SHEQUIN MAYONI         | PNHS (LIS COOR.)          |
| 61 | DR. HILDA ARROFO           | TNHS (JUNIOR HS)          |
| 62 | DR. LOUIE VALDEZ           | TNHS (SENIOR HS)          |
| 63 | MS. WEBENA F. GERONA       | MSHS (JUNIOR HS)          |
| 64 | MR. VETERBO TORRECHILLA    | MSHS (SENIOR HS)          |
| 65 | MS. MARYLEN REMPILLO       | AES                       |
| 66 | MS. LADYLYN R. PERDIGUERRA | AES (LIS COOR.)           |
| 67 | MS. CHARYL C. NANDWANI     | CES MAIN                  |
| 68 | MS. CRISTINE VICTORIA      | CES MAIN (LIS COOR.)      |
| 69 | MS. BENELIN G. RUMBAO      | BES                       |
| 70 | MS. ESSAN MAE D. BALMEO    | BES (LIS COOR.)           |
| 71 | MR. NOLI RAPSING           | SES MAIN                  |
| 72 | MS. MYRA F. SABATER        | SES MAIN (LIS COOR.)      |
| 73 | DR. JAIME G. BAUTISTA      | SESSPA ZONE 3             |
| 74 | MS. THERESA SEGARINO       | SESSPA ZONE 3 (LIS COOR.) |
| 75 | MS. MA. CRISTINA BAGAS     | SESSPA ZONE 4             |



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|    |                                  |                           |
|----|----------------------------------|---------------------------|
| 76 | MS. SONY P. RECTO                | SESSPA ZONE 4 (LIS COOR.) |
| 77 | MS. ASUNCION O. BERMUDO          | BSES                      |
| 78 | MS. MELHAINI T. TORRES           | BSES (LIS COOR.)          |
| 79 | MS. ELIZABETH Z. TISTON          | CESA                      |
| 80 | MS. MARTINA GEBRIEL J. GUIVENCAN | CESA (LIS COOR.)          |
| 81 | MS. JOCELYN MORALES              | FAES                      |
| 82 | MS. ERLYN D. GALGO               | FAES (LIS COOR.)          |
| 83 | MS. VICTORIA PANGAN              | BES I                     |
| 84 | MR. DINDO A. ARCIAGA             | BES I (LIS COOR.)         |
| 85 | MS. DOROTHY MENDOZA              | PEDHS                     |
| 86 | MS. ANITA ABALIN                 | PEDHS (LIS COOR.)         |
| 87 | MS. MARIA ELENA B. ARAJA         | MBHS MAIN                 |
| 88 | MR. JOMENCLI S. IGNACIO          | MBHS MAIN (LIS COOR.)     |
| 89 | MS. HAYDEE PALO                  | MBHS ANNEX                |
| 90 | MR. JOHN LUCNEY                  | MBHS ANNEX (LIS COOR.)    |
| 91 | MS. ELIZABETH GABUTAN            | CSH                       |
| 92 | MR. RYAB JEFF MERCADO            | CSH (LIS COOR.)           |
| 93 | DR. ZOREN PEPITO L. GUBALANE     | SGOD                      |
| 94 | MS. CHELO DG. RONGAVILLA         | SGOD                      |
| 95 | MR. JOSEPH D. NILO               | SGOD                      |



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