



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

Office of the Schools Division  
Superintendent

MAR 27 2024

**MEMORANDUM**  
No. 088, s, 2024

**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 Division (CID)

Vice Chairs: **Ms. Ma. Regale Olarte**  
088 OIC Chief of School Governance Operations Division (SGOD) and  
**Public Schools District Supervisor (PSDS)**

NUM-2024-088

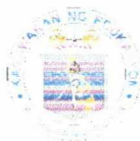


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Members: **Education Program Supervisors (EPS)**  
**Senior Education Program Specialist for Planning and Research**  
**and Division Planning Officer**

5. The checking shall commence on **May 20 - 21, 2024**, for Kinder, Grade 6, Grade 10, and Grade 12. **May 22, 23 & 24, 2024**, 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:

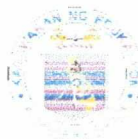
SCHOOL FORMS

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 17, 2024



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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)
	<ul style="list-style-type: none"> <li>• LIS Generated SF 5</li> <li>• SF 10 (Shared with the SGOD) including Affidavit of Undertaking</li> <li>• Certificate of Completion</li> <li>• SF 9</li> <li>• Class Record/Summary of Grades</li> </ul>	<ul style="list-style-type: none"> <li>• LIS Generated SF1</li> <li>• SF4, SF2</li> <li>• NSO/PSA Birth Certificate/equivalent document</li> <li>• Other relevant documents</li> <li>• PEPT Results</li> </ul>
<b>May 20 - 21, 2024</b>		
Cluster 1  <ul style="list-style-type: none"> <li>• BSES</li> <li>• BES Main</li> <li>• PEDHS</li> </ul> Kinder Grade Grade 10	Ms. Evangeline Aman Mr. Edison Enerlas	Mr. Andrei F. Sicam
Cluster 2  <ul style="list-style-type: none"> <li>• TNHS</li> <li>• LIS</li> <li>• MBHS Annex</li> </ul> Grade 10	Ms. Alyssa V. Aventurado Mr. Lambert Quezada	Ms. Ivy Romano
Cluster 3  <ul style="list-style-type: none"> <li>• VHES</li> <li>• POBES</li> <li>• MSHS</li> </ul> Kinder Grade 6 Grade 10	Ms. Clarisa C. Avila Dr. John Albert Colle	Mr. King Solidini
Cluster 4  <ul style="list-style-type: none"> <li>• CESA</li> <li>• FAES</li> <li>• BES I</li> </ul> Kinder Grade 6	Dr. Ma. Theresa C. Dela Rosa Dr. Lilia B. Palce	Ms. Cecilia Teresa C. Claudel



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May 22, 23 & 24, 2024

Cluster 1 <ul style="list-style-type: none"><li>• BSES</li><li>• BES Main</li><li>• PEDHS</li></ul> Grade 1 - 5 Grade 7-9	Ms. Evangeline Aman Mr. Edison Enerlas	Mr. Andrei F. Sicam
Cluster 2 <ul style="list-style-type: none"><li>• TNHS</li><li>• LIS</li><li>• MBHS Annex</li></ul> Grade 7-9	Ms. Alyssa V. Aventurado Dr. John Albert Colle	Ms. Ivy Romano
Cluster 3 <ul style="list-style-type: none"><li>• VHES</li><li>• POBES</li><li>• MSHS</li></ul> Grade 1 - 5 Grade 7-9	Ms. Clarisa C. Avila Dr. Armida Oblinada	Mr. King Solidini
Cluster 4 <ul style="list-style-type: none"><li>• CESA</li><li>• FAES</li><li>• BES I</li></ul> Grade 1 - 5	Dr. Ma. Theresa C. Dela Rosa Dr. Lilibosa B. Palce	Mr. Joseph D. Nilo
Cluster 5 <ul style="list-style-type: none"><li>• SSHS</li><li>• LIS</li><li>• CSHS</li></ul> Grade 11	Mr. Jay Boy E. Evano Dr. Ma. Carmen Solayao	Mr. Eduardo Kondo
Cluster 6 <ul style="list-style-type: none"><li>• BES</li><li>• MBHS Main</li><li>• MNHS Main</li><li>• PNHS</li></ul> Grade 1 - 5 Grade 7-9	Dr. Mark Joseph C. Fernandez Ms. Mariel Eugene L. Luna	Ms. Chelo DG Rongavilla



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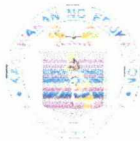
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Cluster 7 <ul style="list-style-type: none"><li>• TNHS</li><li>• MNHS</li><li>• MSHS</li></ul> Grade 11	Dr. Eric F. Fungo Mr. Lambert Quezada	Ms. Cecilia Teresa C. Claudel
Cluster 8 <ul style="list-style-type: none"><li>• SESA Z3 &amp; Z4</li><li>• SES Main</li><li>• CES Main</li></ul> Grade 1 - 5	Dr. Yaledegler C. Maligaya Ms. Leonaida Gutierrez	Dr. Zoren Pepito L. Gubalane
Cluster 9 <ul style="list-style-type: none"><li>• TES</li><li>• MES</li><li>• IES</li><li>• AES</li></ul> Grade 1 - 5	Dr. Myra E. Namit Dr. Gina Urquia	Ms. Phoebe Arroyo
Cluster 10 <ul style="list-style-type: none"><li>• PES</li><li>• SHES</li><li>• FDMES</li></ul> Grade 1 - 5	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Rochelle Jimenez



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Cluster 5 <ul style="list-style-type: none"><li>• SSHS</li><li>• LIS</li><li>• CSHS</li></ul> Grade 12	Mr. Jay Boy E. Evano Dr. Ma. Carmen Solayao	Mr. Eduardo Kondo
Cluster 6 <ul style="list-style-type: none"><li>• BES</li><li>• MBHS Main</li><li>• MNHS Main</li><li>• PNHS</li></ul> Kinder Grade 6 Grade 10	Dr. Mark Joseph C. Fernandez Ms. Mariel Eugene L. Luna	Ms. Chelo DG Rongavilla
Cluster 7 <ul style="list-style-type: none"><li>• TNHS</li><li>• MNHS</li><li>• MSHS</li></ul> Grade 12	Dr. Eric F. Fungo Dr. Gina Urquia	Mr. Joseph D. Nilo
Cluster 8 <ul style="list-style-type: none"><li>• SESA Z3 &amp; Z4</li><li>• SES Main</li><li>• CES Main</li></ul> Kinder Grade 6	Dr. Yaledegler C. Maligaya Ms. Leonaida Gutierrez	Dr. Zoren Pepito L. Gubalane
Cluster 9 <ul style="list-style-type: none"><li>• TES</li><li>• MES</li><li>• IES</li><li>• AES</li></ul> Kinder Grade 6	Dr. Myra E. Namit Dr. Armida Oblinada	Ms. Phoebe Arroyo
Cluster 10 <ul style="list-style-type: none"><li>• PES</li><li>• SHES</li><li>• FDMES</li></ul> Kinder Grade 6	Ms. Ada Trinidad A. Tagle Dr. Marissa Andanza	Ms. Rochelle Jimenez



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