



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

Office of the Schools Division  
Superintendent

APR 23 2024

**MEMORANDUM**  
No. 131, s, 2024

**CONDUCT OF CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT (SFCR)  
v4 FOR SCHOOL YEAR 2023-2024**


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 April 30, 2024, 1:00 – 5:00 PM at Alabang Elementary School.
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.

FOR:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

BY:

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
OFFICER-IN-CHARGE  
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Encl: As stated

Reference: DepEd Memorandum No. 011, s. 2018

To be indicated in the Perpetual Index  
Under the following subjects:

**131 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) \_ March 15,  
2024

Matrix of Activities

NUM-2024-131



Student Center for Life Skills Bldg., Centennial Ave.,  
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National Capital Region  
Schools Division Office – Muntinlupa City

**CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT  
(SFCR) v. 4 FOR SCHOOL YEAR 2023-2024**  
**Venue: Alabang Elementary School**  
**April 30, 2024**  
**1:00 – 5:00 PM**

<b>Cluster 1 Elementary</b>	
PM	
1:00 -1:30	Opening Program <b>PMT</b>
1:31 – 2:00	Highlights <ul style="list-style-type: none"><li>• DepEd Order No. 14, s. 2021</li><li>• DepEd Memorandum 37, s 2022</li><li>• DepEd Order No. 3, s. 2024</li></ul> <b>Ms. Ada Trinidad A. Tagle</b> <ul style="list-style-type: none"><li>• DepEd Order No. 36, s. 2016</li><li>• School Awards Committee</li></ul> <b>Mr. Lambert Quezada</b>
2:01 – 2:30	Duties and Functions <ul style="list-style-type: none"><li>• School Forms Checking Team</li></ul> <b>Ms. Clarisa C. Avila</b>
2:31 – 3:00	<ul style="list-style-type: none"><li>• Review of School Forms 1-7 &amp; SFCR 1</li><li>• Presentation of SFCR Result SY 2022-2023</li></ul> <b>Dr. Ma. Myra E. Namit</b>
3:01 – 3:30	FAQs <b>Ms. Chelo DG. Rongavilla</b>
3:31 – 5:00	<b>Cluster Activity</b> <ul style="list-style-type: none"><li>• Simulation of school checking of forms</li><li>• School Individual Plan</li></ul>





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**CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT  
(SFCR) v. 4 FOR SCHOOL YEAR 2023-2024**  
**Venue: Alabang Elementary School**  
**April 30, 2024**  
**1:00 – 5:00 PM**

<b>Cluster 2 Elementary</b>	
PM	
1:00 -1:30	Opening Program <b>PMT</b>
1:31 – 2:00	Duties and Functions <ul style="list-style-type: none"><li>• School Forms Checking Team</li><li>• School Awards Committee</li></ul> <b>Dr. Evangeline M. Aman</b>
2:01 – 2:30	Highlights <ul style="list-style-type: none"><li>• DepEd Order No. 14, s. 2021</li><li>• DepEd Memorandum 37, s 2022</li><li>• DepEd Order No. 3, s. 2024</li></ul> <b>Dr. Yaledegler DC. Maligaya</b> <ul style="list-style-type: none"><li>• DepEd Order No. 36, s. 2016</li><li>• School Awards Committee</li></ul> <b>Mr. Lambert Quezada</b>
2:31 – 3:00	<ul style="list-style-type: none"><li>• Review of School Forms 1-7 &amp; SFCR 1</li><li>• Presentation of SFCR Result SY 2022-2023</li></ul> <b>Dr. Ma. Theresa C. Dela Rosa</b>
3:01 – 3:30	FAQs <b>Mr. Joseph D. Nilo</b>
3:31 – 5:00	<b>Cluster Activity</b> <ul style="list-style-type: none"><li>• Simulation of school checking of forms</li><li>• School Individual Plan</li></ul>





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**CLUSTER TRAINING ON SCHOOL FORMS CHECKING REPORT  
 (SFCR) v. 4 FOR SCHOOL YEAR 2023-2024**  
**Venue: Alabang Elementary School**  
**April 30, 2024**  
**1:00 – 5:00 PM**

<b>Cluster 3 Junior &amp; Senior HS</b>			
PM			
1:00 -1:30	Opening Program <b>PMT</b>		
1:31 – 2:00	Duties and Functions <ul style="list-style-type: none"> <li>• School Forms Checking Team</li> <li>• School Awards Committee</li> </ul> <b>Dr. Eric C. Fungo</b>		
2:01 – 2:30	<ul style="list-style-type: none"> <li>• Review of School Forms 1-7 &amp; SFCR 1</li> <li>• Presentation of SFCR Result SY 2022-2023</li> </ul> <b>Ms. Alyssa V. Aventurado</b>		
2:31 – 3:00	Highlights <ul style="list-style-type: none"> <li>• DepEd Order No. 14, s. 2021</li> <li>• DepEd Memorandum 37, s 2022</li> <li>• DepEd Order No. 3, s. 2024</li> </ul> <b>Dr. Mark Joseph C. Fernandez</b> <ul style="list-style-type: none"> <li>• DepEd Order No. 36, s. 2016</li> <li>• School Awards Committee</li> </ul> <b>Mr. Lambert Quezada</b>		
3:01 – 3:30	FAQs <b>Dr. Jayboy E. Evano</b>		
3:31 – 5:00	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Cluster Activity</b></td> <td> <ul style="list-style-type: none"> <li>• Simulation of school checking of forms</li> <li>• School Individual Plan</li> </ul> </td> </tr> </table>	<b>Cluster Activity</b>	<ul style="list-style-type: none"> <li>• Simulation of school checking of forms</li> <li>• School Individual Plan</li> </ul>
<b>Cluster Activity</b>	<ul style="list-style-type: none"> <li>• Simulation of school checking of forms</li> <li>• School Individual Plan</li> </ul>		



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(SFCR) v. 4 FOR SCHOOL YEAR 2023-2024**  
**Venue: Alabang Elementary School**  
**April 30, 2024**  
**1:00 – 5:00 PM**

<b>CLUSTER 1</b>		
	<b>NAME</b>	<b>DESIGNATION</b>
1	DR. MA. MYRA E. NAMIT	PSDS
2	MS. ADA TRINIDAD A. TAGLE	PSDS
3	MS. CLARISA C. AVILA	PSDS
4	DR. CARMEN SOLAYAO	EPS ENGLISH
5	MS. LEONAI DA GUTIEREZ	EPS EPP/TLE
6	DR. ARMIDA OBLINADA	EPS SCIENCE
7	MR. LAMBERT QUEZADA	EPS MATH
8	MS. CHELO DG. RONGAVILLA	SGOD
9	DR. BUENA C. DELA CRUZ	PRINCIPAL BES MAIN
10	MS. ANNIE D. PESITO	BES MAIN SFCR FOCAL
11	MS. ARIEZA T. DE VERA	BES MAIN LIS
12	MS. MA. HAZEL B. HERNANDEZ	PRINCIPAL FDMES
13	MS. MARICEL MUNCADA	FDMES SFCR FOCAL
14	MS. JOVELYN BALDO	FDMES LIS
15	MR. HILARIO G. CANASA	PRINCIPAL PES
16	MS. CRISTINA G. BAGAS	PES SFCR FOCAL
17	MS. GIRLIE L. QUITAYEN	PES LIS
18	DR. SHEILA C. NAVARRO	PRINCIPAL MES
19	MS. DELIA TANSECO	MES SFCR FOCAL
20	MS. MARICELLE CERDENIA	MES LIS
21	MS. OLIVIA G. ELLOSO	PRINCIPAL TES
22	MS. GIRLIE C. CAMPOS	TES SFCR FOCAL
23	MS. JULIEN RAIZA T. ESPINOSA	TES LIS
24	MS. RHODORA V. MANDAP	PRINCIPAL IES
25	MS. MARYROSE LABUNTONG	IES SFCR FOCAL
26	MS. IRENE T. ITALIA	IES LIS
27	MR. REYNALDO O. COMISARIO	PRINCIPAL VHES
28	MS. JECELYN SALMON	VHES SFCR FOCAL
29	MR. ALBERT FERNANDEZ	VHES LIS
30	DR. RAUL T. FELIX	PRINCIPAL POBES
31	MS. HELEN TADENA	POBES SFCR FOCAL
32	MR. DINO TANGOS	POBES LIS
33	DR. ANTONIO C. GAGALA	PRINCIPAL SHES
34	MS. IMELDA C. CALMIN	SHES SFCR FOCAL
35	MS. JANICE MIGLO M. RADO C	SHES LIS
36	MR. MERVIN F. GONA	LIS ELEM SFCR FOCAL
37	MS. RHEA P. GARCIA	PMT CLUSTER 1



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<b>CLUSTER 2</b>		
	<b>NAME</b>	<b>DESIGNATION</b>
1	DR. MA. THERESA C. DELA ROSA	PSDS/OIC CESA
2	DR. EVANGELINE M. AMAN	PSDS /OIC BSES
3	DR. YALEDEGLER DC. MALIGAYA	PSDS
4	DR. LILIOSA PALCE	EPS ESP/SPED
5	MR. EDISON ENERLAS	EPS MAPEH
6	DR. MARISSA ANDANZA	EPS ALS/KIDER
7	DR. JOHN ALBERT COLLE	EPS FILIPINO
8	MR. JOSEPH D. NILO	SGOD
9	MR. EDIZER S. LAQUEO	PRINCIPAL CES MAIN
10	MS. ALMARIE F. MORALES	CES MAIN SFCR FOCAL
11	MS. CRISTINE VICTORIA	CES MAIN
12	DR. MA. AURORA S. BARTOLABA	PRINCIPAL AES
13	MR. JAYSON MANIKAN	AES SFCR FOCAL
14	MS. JENELYN F. FAMINI	AES LIS
15	DR. JANE MAY C. VALBUENA	PRINCIPAL BES I
16	MS. MARINEL D. BUTID	BES I SFCR FOCAL
17	MS. LILIBETH B. ANTINERO	BES I LIS
18	MS. ALMA O. BITUIN	PRINCIPAL FAES
19	MS. JOCELYN MORALES	FAES SFCR FOCAL
20	MS. MARY GRACE A. JUNIO	FAES LIS
21	MS. JENNIFER S. JOSON	PRINCIPAL SES MAIN
22	MR. DARREN MARINO	SES MAIN SFCR FOCAL
23	MS. RODELYN SERRANO	SES MAIN LIS
24	MS. MARIE ANN R. ESMERIA	PRINCIPAL BES
25	MS. BENELIN G. RUMBAO	BES SFCR FOCAL
26	MS. ESSAN MAE D. BALMEO	BES LIS
27	DR. JAIME BAUTISTA	PRINCIPAL SESSPA ZONE 3 & 4
28	MS. ERNAH T. DIAZ	SESSPA ZONE 3 SFCR FOCAL
29	MS. SONY P. RECTO	SESSPA ZONE 4 SFCR FOCAL
30	MS. LADYLYN ELCHICO	SESSPA ZONE 4 LIS
31	MS. ASUNCION O. BERMUDO	BSES SFCR FOCAL
32	MR. RUEL MELANO	BSES LIS
33	MS. ELIZABETH Z. TISTTON	CESA SFCR FOCAL
34	MS. JENIFER R. ACIERTO	CESA LIS
35	MS. NERRY ANN LORENZO	PMT CLUSTER 2



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<b>CLUSTER 3</b>		
	<b>NAME</b>	<b>DESIGNATION</b>
1	MS. ALYSSA V. AVENTURADO	PSDS
2	DR. MARK JOSEPH C. FERNANDEZ	PSDS
3	DR. JAYBOY E. EVANO	PSDS
4	DR. ERIC F. FUNGO	PSDS
5	DR. GINA URQUIA	EPS LR/OIC MSHS
6	MS. MARIEL EUGENE LUNA	EPS AP
7	DR. ZOREN PEPITO L. GUBALANE	SGOD
8	DR. ROSENDO E. SANGALANG	PRINCIPAL LIS
9	MS. SHYREIN MESINA	LIS JHS SFCR FOCAL
10	MR. JOHN KEVIN LLANDER	LIS SHS SFCR FOCAL
11	MS. ROSALIE T. TORRES	LIS
12	DR. FLORANTE C. MARMETO	PRINCIPAL MNHS
13	MS. AUDEPAZ BENITES	MNHS JHS SFCR FOCAL
14	MS. CATHERINE LUA-AS	MNHS SHS SFCR FOCAL
15	MR. ERWIN Z. MOROS	MNHS SHS LIS
16	MS. EDEN B. BINADAY	PRINCIPAL PNHS
17	MR. JOJIT C. DE RAMA	PNHS SFCR FOCAL
18	MS. MARILYN C. ANDRESIO	PNHS LIS
19	DR. ADOR B. QUERUBIN	PRINCIPAL TNHS
20	DR. HILDA ARROFO	TNHS JHS SFCR FOCAL
21	DR. LOUIE VALDEZ	TNHS SHS SFCR FOCAL
22	MR. ROMEO NOBLES	TNHS SHS LIS
23	DR. ANTONIO B. ROCHA	PRINCIPAL PEDHS
24	MS. TERESITA C. MULDONG	PEDHS SFCR FOCAL
25	MR. JOSHUA L. GALANG	PEDHS LIS
26	MR. FEIPE W. MARAPAO	PRINCIPAL CSHS
27	MS. ANNA MARRY M. MARIANO	CSHS SFCR FOCAL
28	MR. RYAB JEFF MERCADO	CSHS LIS
29	MS. MARIA GIRLEY N. DIQUIT	MSHS JHS SFCR FOCAL
30	MR. VETERBO G. TORRECHILLA	MSHS SHS SFCR FOCAL
31	MR. MARIZEN CALDITO	MSHS LIS
32	MS. VILMA S. VILLORIA	PRINCIPAL MBHS MAIN
33	DR. EVELYN CHAVEZ	MBHS MAIN SFCR FOCAL
34	MR. FRANCIS JAVIER	MBHS MAIN LIS
35	MS. JINKY D. SANTOS	PRINCIPAL MBHS ANNEX
36	MS. JOY ARLENE MANAGUIT	MBHS ANNEX SFCR FOCAL
37	MS. ABIGAIL DE LIOS	MBHS ANNEX LIS
38	MS. MARVIE SALMINGO	SSHS SFCR FOCAL
39	MR. DENEDICT MENOR	SSHS LIS
40	MS. CECILE ELARDE	PMT CLUSTER 3



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