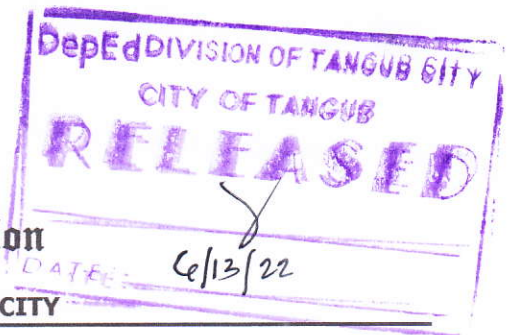




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

10 June 2022

DIVISION MEMORANDUM

No. 151, s. 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public Schools District In-Charge
 Elementary and Secondary School Heads
 Public, Private, and SLUCs
 This Division

**RESUMPTION OF IMPLEMENTATION OF THE POLICY ON CHECKING OF FORMS AS
 PRESCRIBED IN DEPED ORDER NO. 11, S. 2018 (GUIDELINES ON THE
 PREPARATION AND CHECKING OF SCHOOL FORMS)**

1. As the COVID-19 situation in the country continues to get better resulting to gradual easing of restrictions, the Division of Tangub City resumes the onsite conduct of the annual checking of school forms for SY 2021-2022 with the participation of the Division Checking Committee (DCC). This is in pursuance to DepEd Order (DO) No. 11, s. 2018 titled Guidelines on the Preparation and Checking of School Forms particularly, Section V., Paragraph A1, B2, and C2.

2. The Division Checking Committee composed of the following:

Chair:	Lorena P. Serrano, CESO VI Asst. Schools Division Superintendent
Vice Chairs:	Rene Boy G. Roxas, SGOD Focal Person Ms. Titchie Nee F. Roloma, PSDIC Mrs. Nildie A. Malabosa, PSDIC Mrs. Sherly C. Alivio, PSDIC Mrs. Ma. Sherwin C. Alduheza, PSDIC Mr. Eleazar B. Peñonal, PSDIC Mr. Sheldon F. Honculada, PSDIC Mr. Jolito P. Vince, PSDIC Mr. Nilo F. Lumayot, PSDIC
Members:	Mrs. Lorna C. Peñonal, EPS-II Mrs. Puriza L. Legaspi, EPS-II Mrs. Eflada D. Enerio, EPS-II Mrs. Relita P. Decina, EPS-II Mrs. Gin L. Mandawe, EPS-II Mr. Romel E. Huertas, EPS-II Mr. Roger F. Duhaylungsod, EPS-II Mr. Porferio B. Mosiquera, EPS-II Mr. Danilo U. Omega, EPS-II



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Mr. Wilfredo B. Cañete, EPS-II Mr. Redeemer D. Denapo, SEPS in M&E Mrs. Dorothy P. Neri, Planning Officer-III Mr. Liegh S. Enayo, EPS-II in HRTD Mr. Arniel B. Mehoy, PDO-I Mr. Mohamad T. Batingolo, PDO-II Mr. Alden M. Antonio, ITO-II

3. The following timeline shall be observed on the preparation and checking of School Forms.

Date	Activity	Persons Involved
June 16, 2022	Online Orientation on Preparation and Checking of Forms	Division Checking Committee (DCC) members, School Heads, System Admin, 1 SCC member
July 4-6, 2022	School level checking of forms	School Checking Committee (SCC)
July 11-15, 2022	Division level checking of forms	Division Checking Committee (DCC)
July 18-20, 2022	Deadline of submission of school forms to the Division Office with School Forms Checking Report (SFCR-1)	School Checking Committee (SCC)

4. All personnel involved in the preparation and checking of school forms are directed to read DepEd Order No. 11, s. 2018 re: Guidelines on the Preparation and Checking of School Forms and DepEd Memorandum No. 37, s. 2022 re: Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018.

5. The link for the online orientation will be announced in the coming days.

6. For immediate dissemination and compliance



NIMFA R. LAGO, PhD, CESO VI

Assistant Schools Division Superintendent

OIC – Office of the Schools Division Superintendent



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

BASIC EDUCATION
 DATA
 FORMS
 LEARNERS
 REPORTS
 SCHOOLS



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