



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



20 May 2024

DIVISION MEMORANDUM

No. 182, s. 2024

VIRTUAL ORIENTATION ON THE PREPARATION AND CHECKING OF SCHOOL FORMS AS PER DEPED ORDER NO. 11, S. 2018

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Checking Committee
District In-Charge
Elementary and Secondary School Heads
Public and Private Schools
All Others Concerned
This Division

1. To ensure everyone understands how to simplify and accurately check school forms, and so our teachers can finish promptly and enjoy their vacation, the SGOD-Planning Section will conduct **Virtual Orientation on the Preparation and Checking of School Forms** to all School Heads from both public and non-DepEd schools on **May 22, 2024, 1:30-4:00 PM**.
2. The objective of this orientation is to ensure that all regions are equipped with the necessary knowledge and skills to adhere to the simplified guidelines.
3. Participants to this virtual orientation are the Division Checking Committee members, and School Heads from both public and non-DepEd schools in the division.
4. Principals on official business are required to assign one member of their School Checking Committee (SCC) to attend the virtual orientation on their behalf.
5. The meeting can be accessed through this link <https://meet.google.com/sdh-drqw-utf>
6. Public Schools District In-Charge must ensure that all schools in their respective district are well-represented.

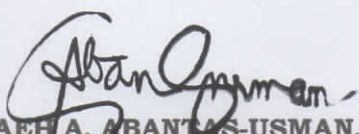


Address: Anecito Siete St. Mantic, Tangub City
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7. The details of the orientation are as follows:

Time	Topic	Speaker/Discussant
1:30 PM	Opening Program	
	Introduction of Participants	Bride Joy M. Candano EPS-III, M&E
	Welcome Remarks	Dr. Erlinda G. Dael, CESE Asst. Schools Division Superintendent
	Message	Dr. Shambaeh A. Abantas-Usman, CESO V Schools Division Superintendent
2:00 PM	Orientation Proper	
	School Form Preparation (SFs 1-5)	Nilo F. Lumayot PSDIC - South A District
	School Form Preparation (SFs 9-10) and Other Special Enrolment Provisions	Dr. Angelina B. Buaron CID Chief
	Guidelines on the Checking of School Forms	Dorothy P. Neri Planning Officer-III
3:30 PM	Open Forum	Dorothy P. Neri Planning Officer-III
	Closing Remark & Ways Forward	Lorna C. Peñonal SGOD Chief

8. For wide and immediate dissemination.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent

SAU/SGOD/dpn/05-20-2024



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