



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 620-2373

January 13, 2020

Division Memorandum

No. 008, s. 2020

To: Assistant Schools Division Superintendent
Chiefs of the CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
Education Program Specialist in Research
Division Planning Officer
Heads of Public Elementary, Secondary and Integrated Schools

SCHEDULE AND COMPOSITION OF THE DIVISION CHECKING COMMITTEE

1. Relative to DepEd Order No. 11, s, 2018, specifically enclosure No.1 titled Guidelines on Preparation and Checking of Forms which states that "the committee at the Schools Division Office is responsible for the conduct of the Annual Checking of Forms to ensure the consistency and quality of school forms.
2. All schools in both Elementary and Secondary will be checked. Secondary schools will join in the district schedule.
3. All advisers must be present during the drawing of lots on the day of the checking of school forms.
4. The composition of the Division Checking Committee are as follows:

A. Composition of the Division Checking Committee

Technical Working Committee

SALVADOR O. OCHAVO JR. EdD., CESO V
Schools Division Superintendent

NICASIO S. FRIO
Assistant Schools Division Superintendent

SEGUNDINA F. DOLLETE, EdD
CID Chief

COMMITTEES

Dr. Merlie J. Rubio
 Mrs. Elenia P. Baranda
 Mr. Eduardo Villafuerte
 Dr. Ruth Gervero
 Mr. Alan Vincent Altamia
 Mr. Ronie Reteracion
 Mr. Andres Quiachon
 Mrs. Shirley De Juan
 Mrs. Sephora M. Roldan
 Dr. Rolando Jamora
 Mr. Salvador Dale Artates
 Mr. Ronald Dile

B. Schedule ,Venues and In- charge of Checking

Date	District	In-charge
March 24, 2020	Dao	Dr. Merlie J. Rubio
	Cuartero	Mrs. Sephora Roldan
	Dumalag	Dr. Ruth Gervero
	Dumarao	Dr. Rolando Jamora
	Ivisan	Mr. Andres Quiachon
	Jamindan	Dr. Merlie J. Rubio
	Maayon	Mr. Alan Vincent Altamia
	Mambusao East	Mrs. Elenia P. Baranda
	Mambusao West	Mr. Salvador Dale B. Artates
March 25, 2020	Panay	Mr. Ronie Reteracion
	Panitan	Mr. Salvador Dale B. Artates
	Pilar	Mr. Alan Vincent B. Altamia
	Pontevedra	Dr. Rolando B. Jamora
	President Roxas	Mr. Eduardo Villafuerte
	Sapian	Mrs. Shirley De Juan
	Sigma	Dr. Merlie J. Rubio
	Tapaz East	Mr. Ronald Dile
	Tapaz West	Dr. Ruth Gervero
	Capiz NHS	Mrs. Sephora M. Roldan Mrs. Elenia P. Baranda Mr. Andres Quiachon

C. Immediate dissemination of this memorandum is desired.

SALVADOR O. OCHAVO, JR., EdD, CESO V
 Schools Division Superintendent

To be indicated in the Perpetual Index
 under the ff. subjects