



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

MAY 26 2022

DIVISION MEMORANDUM
NO. 136 S. 2022

**ON-SITE PHYSICAL CHECKING OF SCHOOL FORMS BY THE DIVISION
CHECKING COMMITTEE**

- 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
1. Relative to 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 (Guidelines on the Preparation and Checking of Forms), there will be an on-site physical checking of school forms by the Division Checking Committee on July 5-8, 12-14, 2022.
 2. All schools in both Elementary and Secondary will be checked. Secondary schools will join the district schedule.
 3. The Division office will deputize school heads as representatives during the checking of school forms so that all schools will be checked.
 4. Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools and offices, the checking committees shall perform the checking of school forms in the presence of the class adviser.
 5. Materials and transportation expenses incurred by the DCC will be charged against SDO funds, while other expenses of the school will be charged to School MOOE subject to the usual government accounting and auditing rules and regulations.



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6. The composition of the Division Checking Committee is as follows:

A. Composition of the Division Checking Committee

Chair:	Dr. Segundina F. Dollete Chief of Curriculum Implementation Division (CID)
Vice-Chairs:	Dr. Marlon P. Destreza Chief of School Governance and Operation (SGOD) and Public Schools District Supervisor
Members	Education Program Supervisors Senior Education Program Specialist for Planning and Research Other Division or School Personnel to be identified by the Chair and Vice-Chair

Team A	Team B	Team C
Dr. Merlie J. Rubio Dr. Rolando Jamora Dr. Ruth Gervero Shirley de Juan Grace Atinon PSDS/OIC of the District	Elenia Baranda Dr. Edna Azcarraga Ronie Reteracion Alan Vincent Altamia Eduardo Villafuerte PSDS/OIC of the District	Sephora M. Roldan Andres Quiachon Salvador Dale Artates Dr. Marggie Obligacion Ronald Dile PSDS/OIC of the District

B. Schedule and Venues of Checking

Date	District/School	Team
July 5, 2022	Dumalag	Team A
	Ivisan	Team B
	Dao	Team C
July 6, 2022	Pontevedra	Team A
	Panitan	Team B
	Maayon	Team C
July 7, 2022	Pres. Roxas	Team A
	Pilar	Team B
	Panay	Team C
July 8, 2022	Jamindan	Team A
	Tapaz East	Team B
	Mambusao East	Team C
July 12, 2022	Mambusao West	Team A
	Dumarao	Team B
	Tapaz West	Team C



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July 13, 2022	Sapian	Team A
	Sigma	Team B
	Cuartero	Team C
July 14, 2022	Capiz NHS	Team A
		Team B
		Team C

7. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability or other factors, and personal circumstances contrary to the principles of equal opportunity.

8. Immediate dissemination of this memorandum is desired.

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

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