



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

July 21, 2023

DIVISION MEMORANDUM
NO. 352 S. 2023

DIVISION CHECKING OF SCHOOL FORMS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Concerned School Heads of Public Elementary and
Integrated Schools

1. Relative to DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of Forms), this office shall conduct the division checking of school forms by the Division Checking Committee on August 7-8, and 9, 2023.
2. The checking of forms shall be done in schools both Elementary and Secondary. 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. All involved in the conduct of this activity are advised to comply with the minimum health and safety protocols.
5. 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. Edna B. Azcarraga OIC, Office of School Governance and Operations Division (SGOD) and Public Schools District Supervisors (PSDSs)
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



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MEMBERS		
Dr. Merlie J. Rubio	Elenia P. Baranda	Sephora M. Roldan
Dr. Rolando Jamora	Ronie Reteracion	Andres Quiachon
Dr. Ruth Gervero	Alan Vincent Altamia	Salvador Dale Artates
Grace Atinon	Eduardo Villafuerte	Dr. Marggie
Glenn Dollete	Dr. Judith Tu	Obligacion
Dr. Lalain Delos Santos	Dr. Rey Azcarraga	Ronald Dile
Dr. Lallaine Fundal	Mr. Zaldy Caalam	Dr. Ma. Theresa
Dr. Angel Payo	Dr. Calin Bernales	Villagracia
		Dr. Fe Banes

B. Schedule and Venues of Checking

Date	District/School
August 7, 2023	Dumalag
	Ivisan
	Dao
	Sigma
	Panay
	Panitan
	Ivisan
	Tapaz East
	Pres. Roxas
	Mambusao East
August 8, 2023	Pontevedra
	Sapian
	Maayon
	Cuartero
	Dumarao
	Jamindan
	Tapaz West
	Pilar
Mambusao West	
August 9, 2023	Capiz National High School

6. Immediate dissemination of this memorandum is desired.

MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent



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