



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

May 22, 2024

DIVISION MEMORANDUM
NO. 294 S. 2024

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
 Secondary 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 May 27, 2024.
2. Anent this, there will be a virtual division re-orientation on the checking of school forms on May 23, 2024, from 10:00-12:00 noon. The link will be sent through the Public Schools District Supervisors.
3. Participants to the division re-orientation are school heads both in elementary and secondary and members of the Division Checking Committee (DCC).
4. The checking of forms shall be done in the District. All schools will be checked, both Elementary and Secondary.
5. The Public Schools District Supervisors will organize teams for the checking of school forms in their districts.
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. Edna B. Azcarraga OIC, Office of School Governance and Operations Division (SGOD) and Public Schools District Supervisors (PSDSs)



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

7. Immediate dissemination of this memorandum is desired.

May
MIGUEL MAC D. APOSIN EdD, CESO V
 Schools Division Superintendent *M*

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

SCHOOL FORMS

CHECKING



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