



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

24 MAR 2026

DIVISION MEMORANDUM

No. 145 s. 2026

DIVISION CHECKING OF SCHOOL FORMS

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary, and Integrated Schools
All Others Concerned

1. Relative to DepEd Order No. 11, s. 2018 titled (Guidelines on the Preparation and Checking of Forms), this Office shall conduct the Division Checking of School Forms by the Division Checking Committee (DCC) on April 26-27, 2026.
2. The actual checking of forms shall be done in the District with the deputized Division Checking Committee (DCC). All schools will be checked, both Elementary and Secondary but randomly selected classes only.
3. The Public Schools District Supervisors will organize teams for the checking of school forms in their districts.
4. Attached herewith are the composition of the DCC and the corresponding schedule indicated as Enclosures 1 and 2, respectively.
5. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

CHECKING

SCHOOL

FORMS



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.php>



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

Enclosure no.1. of Division Memorandum No. 145 s. 2026.

COMPOSITION OF DIVISION CHECKING OF SCHOOL FORMS

| | |
|--------------|---|
| Chair: | Dr. Merlie J. Rubio OIC, Office 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) Dr. Lalain Delos Santos Dr. Calin Bernales Mr. Zaldy Caalam Dr. Reynaldo Azcarraga Dr. Judith Tu Dr. Fe Bañes Dr. Angel Payo Dr. Ma. Theresa Villagracia Dr. Mae Frac Johnny Pugon |
| Members | Education Program Supervisors Senior Education Program Specialist for Planning and Research Division Planning Officer Other Division or School Personnel to be identified by the Chair and Vice-Chair |

MEMBERS

| TEAM A | TEAM B |
|---|--|
| Elenia Baranda Dr. Ruth Gervero Dr. Edwin Jason Dueñas Eduardo Villafuerte Glenn Dollete Grace Atinon Other Deputized DCC by District | Dr. Marggie Obligacion Andres Quiachon Ronie Reteracion Alan Vincent Altamia Ronald Dile Kenneth Anoché Dr. Reynaldo Crespo Other Deputized DCC by District |



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

Enclosure no.2. of Division Memorandum No. 145 s., 2026.

SCHEDULE OF CHECKING OF SCHOOL FORMS

| DISTRICT | DATE | Assigned Team |
|------------------|----------------|----------------------|
| 1. Cuartero | March 26, 2026 | Team A |
| 2. Dao | March 27, 2026 | Team A |
| 3. Dumalag | March 26, 2026 | Team B |
| 4. Dumarao | March 27, 2026 | Team B |
| 5. Ivisan | March 27, 2026 | Team A |
| 6. Jamindan | March 27, 2026 | Team B |
| 7. Maayon | March 26, 2026 | Team A |
| 8. Mambusao East | March 26, 2026 | Team B |
| 9. Mambusao West | March 27, 2026 | Team A |
| 10. Panay | March 27, 2026 | Team B |
| 11. Panitan | March 27, 2026 | Team A |
| 12. Pilar | March 26, 2026 | Team B |
| 13. Pontevedra | March 26, 2026 | Team A |
| 14. Pres. Roxas | March 27, 2026 | Team B |
| 15. Sapián | March 26, 2026 | Team A |
| 16. Sigma | March 26, 2026 | Team B |
| 17. Tapaz East | March 26, 2026 | Team A |
| 18. Tapaz West | March 27, 2026 | Team A |
| 19. Capiz NHS | March 27, 2026 | Team B |



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.php>