



Republic of the Philippines
Department of Education
Region VI-Western Visayas
DIVISION OF SAGAY CITY
City of Sagay



March 19, 2018

DIVISION MEMORANDUM

No. 102, s. 2018

To: ASDS
DIVISION CHIEF – CID/SGOD
EPS
PSDS
Public and Private Elementary and Secondary School Heads

FROM: *[Signature]* **MARSETTE D. SABBALUCA, CESO VI** *[Signature]*
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

Subject: GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS

1. Pursuant to DepEd Order NO. 11, S.2018, entitled, "Guidelines on The Preparation and Checking of School Forms," this Division has created a Division Checking Committee that will conduct the checking of school forms as the school level, starting **March 26-28, 2018**.
2. Anent to this, all schools are required to create a School Checking Committee (SCC) that will conduct a pre-checking activity involving a thorough review of all learners' records for all classes in preparation for the scheduled checking of forms with the Division Checking Committee (DCC). The composition of the SCC is stipulated in paragraph 2.1 of DO 11, s.2018.
3. To help the school heads better understand the prescribed standard processes and protocols in the preparation, evaluation and updating of school forms to be conducted on the aforementioned dates, the PSDSs are advised to conduct a thorough discussion of the processes during the orientation that they must conduct with the school heads in the respective districts that they serve on **Monday, March 19, 2018**.
4. The SCC are expected to conduct the pre-checking activity of the learners' records in all schools, between **March 20-24, 2018**.
5. In addition to the members of the DCC, select SGOD and CID personnel were deputized to work with the DCC assigned to each district to facilitate the validation of the work of the SCC in their respective schools. They are as follows:

District	Date of Validation	DCC Members
Sagay 1	March 26-28	Gina Ferraris Jonel Manale Ma.Theresa Bingcang
Sagay 2		Aracelli Craus, Ph.D Marilu S. Bandolon/Mayo Villamor Helen Gargar
Sagay 3		James Sabio Alma Mirasol Lyn Gaca
Sagay 4		Inger Pacheco Elizabeth Romo/Analee Alingco Pat Villavelez
Sagay 5		Josette Balandra Nenita Gamao, Ph. D. Glenda Tan
Sagay 6		Romeo Santillan, Ph. D. Glenadamae Flores Feliciano Mercurio
Sagay 7		Jerson Donasco Cesar Demafiles, Ph.D Benito Aquino
Sagay 8		Nelson Gellera Bella Balandra Annaly Buhayan
Sagay 9		Sheilamae Mayonila Roger Rochar Richard Rubin
Sagay 10		Engr. Brenda Labangco Jojery Dionaldo Marilyn Gamboa

6. Immediate and widest dissemination of this memorandum is highly desired by this office.