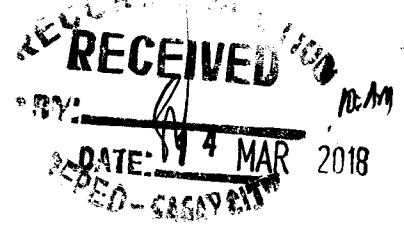


Republic of the Philippines  
Department of Education  
Region VI-Western Visayas  
DIVISION OF SAGAY CITY  
City of Sagay



March 14, 2018

**DIVISION MEMORANDUM**

No. *111*, s. 2018

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

FROM: *Marsette D. SabbalUCA*  
**MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

**SUBJECT: GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS**

1. DepEd has issued a set of guidelines on the preparation and checking of school forms effective immediately.
2. The guidelines prescribe mechanisms and simplified procedures that are intended to reduce the time and effort of school personnel spent for clerical tasks and records management and ensure the accuracy of the learners' information and quality of school forms.
3. It also mandates all division offices to create a Division Checking Committee (DCC) that are expected to facilitate the timely, consistent, and quality checking of school form, thus DepEd Sagay has created a DCC consistent with the requirements set, to wit:

Chairperson	Marilu S. Bandolon	Chief-CID
Vice Chairpersons	Nicanor Alparito, Ph., D.	Chief-SGOD
	All PSDS	
Members:	Mr. Jojery Dionaldo	EPS-TLE
	Mrs. Gina Ferraris	EPS-Science
	Dr. Nenita Gamao, Ph., D.	EPS-AP
	Mrs. Bella Balandra	EPS-Filipino
	Mrs. Elizabeth Romo	EPS-English
	Cesar Demafiles, Ph., D.	EPS-EsP
	Mr. Feliciano Mercurio, Jr	EPS-ALS
	Alma Mirasol, Ph., D.	EPS-Math
	Roger Rochar, Ph., D.	EPS-MAPEH
	Araceli Craus Ph., D.	SEPS-Planning & Research
	Engr. Brenda Labangco	Division Planning Officer (SGOD)

4. To ensure a smooth implementation of the guidelines, members of the Division Checking Committee (DCC) are requested to come to the Division Office on March 16, 2018 at 8:00 A.M. for an orientation.