

Brian A. Baluca
Glenda Mae E. Caberte
Cherry Michelle F. Collyer
Pearly T. Maraguinot
Maria Madena C. Simbit

Ma. Fe P. Bondalo
Rex U. Celosia
March Desiree D. Mar
Alicia G. Requiso

Sub-Committee for Grade 10
Date of Checking: Wednesday, June 29, 2022
Venue: Dr. Cecilio Putong National High School
Chair: Joseph C. Barrete

Members:

Emily L. Acabo	Elisa B. Geagonia
Grace Marie L. Campos	Maurine C. Castaño
Ma. Dolores T. Dahab	Rosaly C. Alturas
Laura J. Asas	Leah M. Basman
Mary Lou B. Bulasa	Donabel C. Castil
Maria Estela A. Celis	Sarah Jane A. Echavez
Alberto O. Darato, Jr.	Michel S. Salamanca
Ellen Marie I. Villar	

Sub-Committee for Grade 12
Date of Checking: Thursday, June 30, 2022
Venue: Dr. Cecilio Putong National High School
Chair: Nenita J. Incog

Members:

Aimee T. Amistoso	Beatriz E. Incog
Justino M. Canda	Jenelou John F. Israel
Corazon H. Samuya	Nanette Jane G. Boron
Joy B. Discaya	Ian-Jhel T. Galan
Joan N. Guillen	Rose Marie A. Hencianos
Mark Kluster C. Mission	Rosemarie B. Nini
Cherish Mae Penales	Hanna Joy P. Rivera
Roy U. Zafico	

3. Section Advisers are advised to bring the following documents which are subject for checking: LIS Generated School Forms (SF) 1 and 5; SF 4; SF 6; SF 10, and Birth Certificate. PSA/NSO Birth certificate is preferred but not required or mandatory. In the absence of PSA Birth Certificate, a Birth Certificate from the local civil registrar or a Barangay Certification containing the basic information of the child are other equivalent documents.

4. The checking of School Forms is done in this manner:

a. School Form 1 versus Birth Certificate or Equivalent Document

*Check Learner's Complete Name, Date of Birth, and Gender
If not matched, adjust SF1 thru LIS Learner's Profile.*

b. School Form 4 versus School Form 5

Check Nos. of Registered Learners Column in SF4 vis-à-vis Nos. of Learners Column in SF 5.

If not matched, validate each learner using SF2 and adjust status of Enrolment thru LIS Updating Status.

c. School Form 5 versus School Form 10

Check Learner's Complete Name, LRN, General Average and EoSY Status in SF 5 vis-à-vis SF 10.

If not matched, validate using SF 1 (Profile) and/or SF 9 (Grades) and adjust EoSY General Average thru LIS EoSY Updating.

d. School Form 4 versus School Form 6

Check Nos. of Registered Learners by class column in SF4 vis-à-vis Nos. of Learners Column in SF6.

If not matched, validate each classes using SF 5.

5. At the end of the checking activity, the Division Checking Committee shall ensure that the School Forms Checking Report are properly prepared and submitted to the Office of the Schools Division Superintendent.

6. Actual fare of school heads and teachers from the school of origin to the venue and back to the school shall be charged from the school MOOE/local funds subject to the availability of funds and to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of, and compliance with this Memorandum is directed.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent