



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **239**, s. 2022

July 5, 2022

DIVISION CHECKING OF SCHOOL FORMS OF GRADES 1-5, 7-9, AND 11 LEARNERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Principals

1. Pursuant to the DepEd Memorandum No. 37, s. 2022, this Office announces the Conduct of Division Checking of School Forms of Grades 1-5, 7-9, and 11 learners on July 11-15, 2022.

2. To facilitate the timely, consistent, and quality checking of school forms, a Division Checking Committee (DCC) is created and is composed of the following:

Over-all Chair:	John Ariel A. Lagura	
Over-all Vice Chair:	Filomena C. Tanggaan	
Members:	Artemio B. Alo	Rosene D. Olaivar
	Jose C. Mariñas III	Esther L. Cagas

Sub-Committee for Grade 1

Date of Checking: Monday, July 11, 2022

Venue: Tagbilaran City Central Elementary School

Chair: Concepcion A. Tubal

Members:	Concepcion I. Gallentes	Maria Flor C. Getigan
	Juanita C. Lafuente	Daryl R. Bag-ao
	Marcelina M. Divinagracia	Marivic M. Fullante
	Mylin O. Iñigo	Ma. Arlene I. Lisondra
	Rainerio B. Malayas	Joshua D. Membrillos
	Jennifer L. Morgia	Arlene Y. Paredes
	Angen C. Patac	

Sub-Committee for Grade 2

Date of Checking: Tuesday, July 12, 2022

Venue: Tagbilaran City Central Elementary School

Chair: Alberto A. Lacang

Members:	Clementina A. Gamil	Marilou A. Pondoc
	Maria Chona B. Roxas	Ma. Carmela V. Baluran
	Elmira J. Buhion	Wilma V. Bustamante
	Liza A. Cartagenas	Josephine B. Felisilda



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Annielyn G. Inting
Irenea A. Josol
Cecilia O. Palmaera

Ma. Loida D. Jandayan
Melanie Michelle M. Mortejo

Sub-Committee for Grade 3

Date of Checking: Wednesday, July 13, 2022

Venue: Tagbilaran City Central Elementary School

Chair: Janet T. Butalid

Members:	Eldiebrando S. Correa	Ma. Dioscora H. Sayon
	Alberto L. Tibod Jr.	Rose Sharon P. Agustin
	Reinaria T. Bastes	Delia A. Bumotad
	Elisa P. Corbita	Maylene I. Jala
	Sylvia J. Mahumas	Leotibrilla B. Ontog
	Marilyn D. Pungay	Carmela P. Quiño
	Perpetua M. Rosales	

Sub-Committee for Grade 4

Date of Checking: Thursday, July 14, 2022

Venue: Tagbilaran City Central Elementary School

Chair: Beatriz E. Incog

Members:	Eufe Rhoda R. Galon	Marilyn M. Goti-ay
	Maria Rachel S. Omasas	Arlene S. Alderite
	Flordeliza P. Austero	Alma L. Bago
	Marcela C. Dispo	Hazel N. Lim
	Maria Luisa D. Mencede	Rowena C. Padreganda
	Buena Fe A. Rios	Ma. Chona C. Sotomayor
	Rosalie E. Tamayo	

Sub-Committee for Grade 5

Date of Checking: Friday, July 15, 2022

Venue: Tagbilaran City Central Elementary School

Chair: Aimee T. Amistoso

Members:	Lorelei G. Anore	Ma. Antonette P. Dugang
	Proserpina S. Duroy	Josephine P. Acedo
	Josephine M. Adarne	Jennifer C. Alas
	Marites S. Daligdigan	Rosalina T. Galolo
	Juliet A. Gran	Annabel R. Lansang
	Evangelina C. Lumuthang	Neil Jeff H. Opaco
	Annabele M. Pergamino	

Sub-Committee for Grade 7

Date of Checking: Monday, July 11, 2022

Venue: Dr. Cecilio Putong National High School

Chair: Neolita S. Sarabia

Members:	Rosalie T. Abueva	Lemuel B. Barol
	Crestita G. Batingal	Genellie I. Calipes

Justino M. Canda
Florafel C. Datoy
Sigrid Lou C. Galdo
Jenelou John F. Israel

Ma. Dolores T. Dahab
Maria Sandra Isabel S. Fortich
Joselito C. Galendo
Simon T. Rios

Sub-Committee for Grade 8

Date of Checking: Tuesday, July 12, 2022

Venue: Dr. Cecilio Putong National High School

Chair: Elisa B. Geagonia

Members:	Emily L. Acabo	Priscilla Farrah N. Anaviso
	Maximille Fidelis B. Baldo	Ma. Preciosa S. Culajao
	Esther C. Datahan	Pilar S. De la Torre
	Pilar E. Diez	Arlene G. Dumadag
	Camille Joy C. Galendez	Arnulfa B. Purgarillas
	Angelie R. Rizalado	Marissa N. Udtojan

Sub-Committee for Grade 9

Date of Checking: Wednesday, July 13, 2022

Venue: Dr. Cecilio Putong National High School

Chair: Joseph C. Barrete

Members:	Geolita B. Alvarez	Evonne M. Batingal
	Janine M. Batingal	Roditta A. Cespon
	Maria Helen O. Chavez	Marydel M. Clerigo
	Beverly Joy D. Cuajao	Lanie G. Gutas
	Resa Niña A. Jacob	Maitha M. Naval
	Liezl A. Palma	Ma. Christie D. Palomares
	Lee A. Saligumba	

Sub-Committee for Grade 11

Date of Checking: Thursday, July 14, 2022

Venue: Dr. Cecilio Putong National High School

Chair: Nenita J. Incog

Members:	Bernadeth C. Abuhan	Charito G. Acero
	Mylyn T. Ayuban	Anna Faith P. Bag-ao
	Nanette Jane G. Boron	Cherry S. Calacat
	Ermila D. Cardinas	Anamie T. Galves
	Jennifer D. Gastones	Roxanne Marie L. Lomotos
	Jonathan D. Membreve	Billy S. Wong
	Pamela E. Wong	

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. Teachers who are involved in the Checking of School Forms shall be entitled to service credits pursuant to DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*.
8. Immediate dissemination of, and compliance with this Memorandum is directed.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 