



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. **276**, s. 2023

July 11, 2023

**DIVISION CHECKING OF SCHOOL FORMS OF KINDERGARTEN TO
GRADES 12 LEARNERS**

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

1. Pursuant to the DepEd Order No. 11, s. 2018, this Office announces the Conduct of Division Checking of School Forms of Kindergarten to Grade 12 learners on July 14-21, 2023.

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:	Maurine C. Castaño	
Members:	Artemio B. Alo	Ma. Antonette P. Dugang
	Filomena C. Tanggaan	Janet T. Butalid

Sub-Committee for Grade 6

Date of Checking: Friday, July 14, 2023

Venue: Tagbilaran City Central Elementary School

Chair: Concepcion A. Tubal

Members:	Juanita C. Lafuente	Jesilo G. Jala
	Proserpina S. Doroy	Basilides M. Sempron
	Anecita B. Balon	Mae M. Bastes
	Ma. Fe P. Bondalo	Rex U. Celosia
	Gines T. Cirunay	Rowena A. Dinsay
	Mary Jane E. Estodillo	Pearly T. Maraguinot
	Lorna Mae P. Pungay	Ramonita A. Toh

Sub-Committee for Grade 12

Date of Checking: Friday, July 14, 2023

Venue: Dr. Cecilio Putong National High School

Chair: Nenita J. Incog

Members:	Crestita G. Batingal	Maurine C. Castaño
	Joselito C. Galendo	Legardo R. Palaca Jr.
	Marivic C. Acosta	Marianne M. Amoy



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Email Address: tagbilarancity.division@deped.gov.ph

Mary Faith I. Barrete
Pablita R. Cabarles
Josephine D. Himalaloan
Joy C. Rebleza

Genevieve J. Bongcac
Ian-Jhel T. Galan
Vincent Mark P. Ranay
Hanna Joy P. Rivera

Sub-Committee for Kindergarten

Date of Checking: Monday, July 17, 2023

Venue: Tagbilaran City Central Elementary School

Chair: Janet T. Butalid

Members: Clementina A. Gamil Editha G. Gone
Ma. Dulce Alma A. Lopus Rosita S. Ampo
Marilyn C. Barbarona Eva Ruth R. Garcia
Grace L. Genalo Marilyn E. Ortiz
Mildred B. Patac Alona B. Ponte
Ma. Estela L. Remorosa Ma. Yvonne P. Salva
Jenia E. Sumaylo

Sub-Committee for Grade 1

Date of Checking: Monday, July 17, 2023

Venue: Tagbilaran City Central Elementary School

Chair: Ma. Antonette P. Dugang

Members: Eldiebrando S. Correa Marilyn M. Goti-ay
Ma. Dioscora H. Sayon Claudia T. Adem
Rachel P. Autentico Hazel May E. Baliguian
Marlyn D. Baluca Marcelina M. Divinagracia
Ma. Arlene I. Lisondra Mylin O. Iñigo
Glaiza T. Jala Angen C. Patac
Arlene P. Ybañez

Sub-Committee for Grade 7

Date of Checking: Monday, July 17, 2023

Venue: Dr. Cecilio Putong National High School

Chair: Esther L. Cagas

Members: Ermila D. Cardinas Ma. Dolores T. Dahab
Pilar E. Diez Rosalie T. Abueva
Bernardita D. Amora Jasmine P. Belderol
Liza A. Belecina Genellie I. Calipes
Jepson Y. Cuadra Beverly Joy D. Cuajao
Carmelita I. Dumagan Lorna B. Lumayog
Luzminda M. Tagaro

Sub-Committee for Grade 2

Date of Checking: Tuesday, July 18, 2023

Venue: Tagbilaran City Central Elementary School

Chair: Neolita S. Sarabia

Members: Emily L. Acabo Maria Flor C. Getigan

Maria Rachel S. Omasas	Marilou A. Pondoc
Karren Gale B. Acheron	Catherine D. Agua
Ocelia E. Aparre	Anita R. Baliling
Ma. Carmela V. Baluran	Elmira J. Buhion
Jayvee M. Digal	Irenea A. Josol
Ofelia M. Liao	Cecilia O. Palmaera

Sub-Committee for Grade 8
Date of Checking: Tuesday, July 18, 2023
Venue: Dr. Cecilio Putong National High School
Chair: Simon T. Rios

Members:	Florafel C. Datoy	Rizalina G. Peligro
	Mercy Mae C. Serate	Romelle F. Abucay
	Priscilla Farrah N. Anaviso	Hilario D. Aparre Jr.
	Zita T. Barrera	Ma. Preciosa S. Culajao
	Pilar S. De la Torre	Aljon S. Fronteras
	Rosemarie S. Maceren	Mernita G. Palac
	Angelie R. Rizalado	

Sub-Committee for Grade 3
Date of Checking: Wednesday, July 19, 2023
Venue: Tagbilaran City Central Elementary School
Chair: Elisa B. Geagonia

Members:	Dougeford D. Castaño	Jerry B. Belecina
	Marcelino B. Pelin	Gemma T. Cabudbud
	Corazon A. Cordova	Sheila D. Dalogodog
	Maylene I. Jala	Rusela M. Legaspi
	Sylvia J. Mahumas	Marilyn D. Pungay
	Carmela P. Quiño	Christine Faith A. Rios
	Violeta R. Tumanda	

Sub-Committee for Grade 9
Date of Checking: Wednesday, July 19, 2023
Venue: Dr. Cecilio Putong National High School
Chair: Filomena C. Tanggaan

Members:	Justino M. Canda	Melchor B. Daniel, Jr.
	Lanie G. Gutas	Fidela C. Alturas
	Geolita B. Alvarez	Evonne M. Batingal
	Michelle C. Cahucom	Maria Helen O. Chavez
	Geraldine C. Duron	Babe Celeña B. Isaga
	Resa Niña A. Jacob	Ma. Christie D. Palomares
	Carmelita E. Pungay	

Sub-Committee for Grade 4
Date of Checking: Thursday, July 20, 2023
Venue: Tagbilaran City Central Elementary School

Chair: Beatriz E. Incog

Members: Felipe Epe
Alberto L. Tibod Jr
Flordeliza P. Austero
Cindy D. Cordenillo
Marcela C. Dispo
Buena Fe A. Rios
Virgilio B. Tupos Jr.

Edgar A. Fernandez
Arlene S. Alderite
Alma L. Bago
Daffodil E. Dahan
Gay L. Gabod
Ma. Chona C. Sotomayor

Sub-Committee for Grade 10

Date of Checking: Thursday, July 20, 2023

Venue: Dr. Cecilio Putong National High School

Chair: Joseph C. Barrete

Members: Grace Marie L. Campos
Jenelou John F. Israel
Ma. Teresa G. Auxtero
Butch M. Bernas
Alberto O. Darato, Jr.
Floridel C. Pelin
Ellen Marie I. Villar

Maria Sandra Isabel S. Fortich
Laura J. Asas
Porcino C. Bahalla
Maria Donabel C. Castil
Paul Jude C. Maceren
Raflyn H. Salutan

Sub-Committee for Grade 5

Date of Checking: Friday, July 21, 2023

Venue: Tagbilaran City Central Elementary School

Chair: Aimee T. Amistoso

Members: Alberto A. Lacang
Concepcion I. Gallentes
Maria Chona B. Roxas
Jennifer C. Alas
Lilia C. Capricho
Annabelle M. Pergamino
Cecilia D. Sulague
Irish A. Wong

Lorelei G. Anore
Eufe Rhoda R. Galon
Josephine M. Adarne
Miraflor C. Cajes
Annabel R. Lansang
Carmelita A. Sanchez
Roselle M. Sunit

Sub-Committee for Grade 11

Date of Checking: Friday, July 21, 2023

Venue: Dr. Cecilio Putong National High School

Chair: Cherry Michelle F. Collyer

Members: Lemuel B. Barol
Corazon H. Samuya
Rogelio V. Alago
Mylyn T. Ayuban
Jeanette B. Dag-um
Raymond A. Gone
Annamae M. Sayon

Maria Teresa T. Laroda
Riza L. Abarquez
Gerry C. Aranzado
Nanette Jane G. Boron
Jennifer D. Gastones
Jonathan D. Membreve

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

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent