



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

May 22, 2024

DIVISION MEMORANDUM
 No. 361, s. 2024

**DIVISION CHECKING OF SCHOOL FORMS OF KINDERGARTEN TO GRADE 12
 LEARNER**

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

- Pursuant to DepEd Order No. 11, s. 2018, this Office announces the conduct of Division Checking of School Forms of Kindergarten, Grade 6 and Grade 10 learners will be on May 24 & 28, 2024 and for other Grade levels will be on July 2-3, 2024 at the designated schools.
- 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 : Janet T. Butalid
Over-all Vice Chair: Maurine C. Castaño
Members : Ma. Antonette P. Dugang
 Nenita J. Incog
 Concepcion A. Tubal

Sub-Committee for Grade 6

Date of Checking : May 24 & 28, 2024
 Venue : Tagbilaran City Central School
 Chair : Ma. Antonette P. Dugang
 Members : Juanita C. Lafuente
 Proserpina S. Doroy Editha G. Gone
 Anecita B. Balon Rex U. Celosia
 Ma. Fe P. Bondalo Rowena A. Dinsay
 Pearly T. Maraguinot Ramonita A. Toh
 Basilides M. Sempron Mae M. Bastes

Sub-Committee for Grade 10

Date of Checking : May 24 & 28, 2024
 Venue : Dr. Cecilio Putong National High School
 Chair : Cherry Michelle Collyer
 Members : Grace Marie L. Campos Maria Sandra Isabel S. Fortich
 Jenelou John F. Israel Laura J. Asas
 Joselito Galendo Raflyn H. Salutan
 Ma. Teresa G. Auxtero Porcino C. Bahalla
 Butch M. Bernas Maria Donabel C. Castil



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Alberto O. Darato, Jr.
Ellen Marie I. Villar

Paul Jude C. Maceren
Simon T. Rios

Sub-Committee for Grade 12

Date of Checking : May 24 & 28, 2024
Venue : Dr. Cecilio Putong National High School
Chair : Nenita J. Incog
Members : Crestita G. Batingal
Rosene Olaivar Mary Faith I. Barrete
Marivic C. Acosta Pablita R. Cabarles
Liza E. Maquiling Josephine D. Himalaloan
Legardo R. Palaca Jr. Marlene G. Estorosas
Marianne M. Amoy Mary Faith I. Barrete
Pablita R. Cabarles Mirasol dela Peña
Maricel Barimbao Genevieve J. Bongcac
Ian-Jhel T. Galan Vincent Mark P. Ranay
Hanna Joy P. Rivera Maria Teresa T. Laroda
Joy B. Discaya

Sub-Committee for Kindergarten

Date of Checking : May 24 & 28, 2024
Venue : Tagbilaran City Central Elementary School
Chair : Concepcion A. Tubal
Members : Clementina A. Gamil
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
Jenie E. Sumaylo

Sub-Committee for Grade 1

Date of Checking : July 2-3, 2024
Venue : Tagbilaran City Central Elementary School
Chair : Aimee T. Amistoso
Members : Eldiebrando S. Correa Marilyn M. Gotiay
Ma. Dioscora H. Sayon Claudia T. Adem
Rachel P. Autentico Hazel May E. Baliguian
Marlyn D. Baluca Marcelina M. Divinagracia
Mylin O. Iñigo Angen C. Patac
Glaiza T. Jala Arlene P. Ybañez

Sub-Committee for Grade 7

Date of Checking : July 2-3, 2024
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 Jasmin P. Belderol
Liza A. Belecina Genellie I. Calipes
Jepson Y. Cuadra Beverly Joy D. Cuajao
Carmelita I. Dumagan Lorna B. Lumayog

Sub-Committee for Grade 2

Date of Checking : July 2-3, 2024
Venue : Tagbilaran City Central Elementary School
Chair : Neolita S. Sarabia
Members : Emily L. Acabo Simon Rios
Maria Rachel S. Omasas Marilou A. Pondoc
Karren Gale B. Aceron Catherine D. Agua
Ocelia E. Aparre Anita R. Baliling
Ma. Carmela V. Baluran Elmira J. Buhion
Jayvee M. Digal Irene A. Josol
Ofelia M. Liao Cecilia O. Palmaera

Sub-Committee for Grade 8

Date of Checking : July 2-3, 2024
Venue : Dr. Cecilio Putong National High School
Chair : Junicel T. Mancha
Members : Florafe 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 : July 2-3, 2024
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 : July 2-3, 2024
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 : July 2-3, 2024
Venue : Tagbilaran City Central Elementary School
Chair : Beatriz E. Incog
Members : Felipe Epe Edgar A. Fernandez
Alberto L. Tibod Jr. Arlene S. Alderite

Flordeliza P. Austero	Alma L. Bago
Cindy D. Cordenillo	Daffodil E. Dahan
Marcela C. Dispo	Gay L. Gabod
Buena Fe A. Rios	Ma. Chona C. Sotomayor
Virgilio B. Tupos Jr.	

Sub-Committee for Grade 5

Date of Checking	:	July 2-3, 2024	
Venue	:	Tagbilaran City Central Elementary School	
Chair	:	Alberto A. Lacang	
Members	:	Lorelie G. Anore	
		Concepcion I. Gallentes	Eufe Rhoda R. Galon
		Maria Chona B. Roxas	Josephine M. Adarne
		Jennifer C. Alas	Miraflor C. Cajez
		Lilia C. Capricho	Annabel R. Lansang
		Annabelle M. Pergamino	Carmelita A. Sanchez
		Cecilia D. Sulague	Roselle M. Sunit
		Irish A. Wong	

Sub-Committee Member Grade 11

Date of Checking	:	July 2-3, 2024	
Venue	:	Dr. Cecilio Putong National High School	
Chair	:	Joseph Barrette	
Members	:	Elizabeth R. Escolano	Annamae M. Sayon
		Lemuel B. Barol	Jonathan D. Membreve
		Corazon H. Samuya	Riza L. Abarquez
		Rogelio V. Alago	Gerry C. Aranzado
		Mylyn T. Ayuban	Nanette Jane G. Boron
		Jeanette B. Dag-um	Jennifer D. Gastones
		Raymond A. Gone	

3. Section Advisers are advised to bring the following documents which are subject for checking: LIS Generated School Forms (SF) 1 and 5; 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