



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

Office of the Schools Governance Operations Division

DIVISION MEMORANDUM

March 31, 2025

No. 197, s. 2025

ORIENTATION ON PREPARATION AND CHECKING OF SCHOOL FORMS

To: **ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOL FORMS COORDINATOR
ALL OTHERS CONCERNED**

1. In reference to DepEd Order No. 11 s. 2018, RE: Guidelines on the Preparation and Checking of School Forms, this Office informs all public schools of the composition of the Division Checking Committee (DCC), and the DCC subcommittee.

2. This orientation will serve as the proper preparation and checking of school forms in compliance with Department of Education (DepEd) guidelines. It aims to ensure that all teachers are well-versed in the latest procedures and standards for school form management.

3. In view thereof, this Office will conduct Orientation on the Preparation and Checking of School Forms on April 2, 2025, at 1:00-5:00 in the afternoon at Tagbilaran City Central Elementary School.

4. Participants of the said activity will be CID and SGOD Chief, Education Program Supervisors, SGOD Personnel except Medical Team, School Heads/Representative, School Form Coordinator.

5. Division and School participants are encouraged to bring their own snacks.

6. For clarifications and questions, contact Junicel T. Mancha through her mobile number 09297895319/09060383311.

7. Immediate and wide dissemination of this Memorandum to all concerned is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

