



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

Office of the Schools Division  
Superintendent

April 7, 2025

DIVISION MEMORANDUM  
No. 216 , s. 2025

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

To: OIC Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Education Program Supervisors  
Education Program Specialists  
Public Elementary and Secondary Principals  
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2018, this Office announces the conduct of Division Checking of School Forms of **Kindergarten, Grade 6, Grade 10 and Grade 12 will be on April 10, 2025 while all the other grade levels will be on April 21, 2025.**

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

**Overall Chair** : Janet T. Butalid  
**Overall Vice Chair** : Maurine C. Castaño  
**Members** : Ma. Antonette P. Dugang  
: Nenita J. Incog  
: Aimee T. Amistoso

**Subcommittee for Kindergarten (April 10, 2025)**

Venue : Tagbilaran City Central ES (Kindergarten Rooms)  
Chairperson : Juanita C. Lafuente  
Members : Clementina A. Gamil Rosita S. Ampo  
Ma. Dulce Alma A. Lopus 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 Melchizedek A. Daniel

**Subcommittee for Grade 6 (April 10, 2025)**

Venue : Cogon Elementary School (AV Hall)  
Chairperson : Ma. Antonette P. Dugang  
Members : Proserpina A. Doroy Maria Madena C. Simbit  
Basilides M. Sempron Anecita B. Balon  
Editha G. Gone Ma. Fe P. Bondalo  
Ramonita A. Toh Pearly T. Maraguinot  
Mae M. Bastes Janet R. Missiona



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph

**Subcommittee for Grade 10 (April 10, 2025)**

Venue : Dr. Cecilio Putong NHS (Grade 10 Rooms)  
Chairperson : Cherry Michelle F. Collyer Maria Sandra Isabel S. Fortich  
Members : Grace Marie L. Campos Laura J. Asas  
Jenelou John F. Israel Porcino C. Bahalla  
Joselito C. Galendo Maria Donabel C. Castil  
Ma. Teresa G. Auxtero Simon T. Rios  
Cesar J. Pagulong Paul Jude C. Maceren  
Alberto O. Darato Jr.

**Subcommittee for Grade 12 (April 16, 2025)**

Venue : Dr. Cecilio Putong NHS (Library)  
Chairperson : Nenita J. Incog  
Members : Rosene D. Olaivar Josephine D. Himalaloan  
Liza E. Maquiling Marlene G. Estorosas  
Legardo R. Palaca Jr. Vincent Mark P. RANay  
Genevieve J. Bongcac Mary Faith I. Barrete  
Maria Teresa T. Laroda Ian-Jhel T. Galan  
Crestita G. Batingal Hann Joy P. Rivera  
Maricel O. Barimbao Joy B. Discaya  
Pablita R. Cabarles Marivic C. Acosta

**Subcommittee for Grade 1 (April 21, 2025)**

Venue : Tagbilaran City Central ES (Grade 1 Rooms)  
Chairperson : Aimee T. Amistoso  
Members : Eldiebrando S. Correa Rachel P. Autentico  
Ma. Dioscora H. Sayon Angen C. Patac  
Marilyn M. Gotiay Arlene P. Ybañez  
Glaiza T. Jala Claudia T. Adem  
Marlyn D. Baluca Hazel May E. Baliguian  
Mylin O. Iñigo Marcelina M. Divinagracia

**Subcommittee for Grade 2 (April 21, 2025)**

Venue : Cogon ES (Grade 2 Rooms)  
Chairperson : Maria Rachel S. Omasas  
Members : Maria Chona B. Roxas Simon T. Rios  
Marilou A. Pondoc Ofelia M. Liao  
Emily L. Acabo Lizarette C. Mosquera  
Ocelia E. Aparre Anita R. Baliling  
Ma. Carmela V. Baluran Elmira J. Buhion  
Jayvee M. Digal Irene A. Josol  
Cecilia O. Palmaera Belen B. Benolirao  
Karren Gale B. Acon

**Subcommittee for Grade 3 (April 21, 2025)**

Venue : Tagbilaran City Central ES (Grade 3 Rooms)  
Chairperson : Elisa B. Geagonia  
Members : Dougeford D. Castaño Corazon A. Cordova  
Jonathan D. Membreve Gemma T. Cabudbud  
Jerry B. Belecina Sheila D. Dalogdog  
Maylene I. Jala Rusela M. Legaspi  
Sylvia J. Mahumas Marilyn D. Pungay  
Carmela P. Quiño Christine Faith A. Rios  
Violeta R. Tumanda Mary Grace D. Madula

**Subcommittee for Grade 4 (April 21, 2025)**

Venue : Cogon ES (Grade 4 Rooms)  
Chairperson : Beatriz E. Incog  
Members : Felipe D. Epe Catherine D. Agua  
Edgar A. Fernandez Marcela C. Dispo  
Flordeliza P. Austero Buena Fe A. Rios  
Hazel N. Lim Virgilio B. Tupos Jr.  
Arlene S. Alderite Alma L. Bago  
Lovely Grace S. Abapo Daffodil E. Dahan  
Vilma S. Libradilla Ama Elsa L. Daculos

**Subcommittee for Grade 5 (April 21, 2025)**

Venue : Tagbilaran City Central ES (Grade 5 Rooms)  
Chairperson : Alberto A. Lacang  
Members : Lorelei G. Anore Josephine M. Adarne  
Concepcion I. Gallentes Miraflor C. Cajos  
Eufe Rhoda R. Galon Annabel R. Lansang  
Jennifer C. Alas Carmelita A. Sanchez  
Lilia C. Capricho Roselle M. Sunit  
Annabelle M. Pergamino Irish A. Wong  
Cecilia D. Sulague Brian A. Baluca

**Subcommittee for Grade 7 (April 21, 2025)**

Venue : Dr. Cecilio Putong NHS (Grade 7 Rooms)  
Chairperson : Esther L. Cagas  
Members : Ermila D. Cardinas Ma. Corazon H. Samuya  
Pilar E. Diez Rosalie T. Abueva  
Bernardita D. Amora Jasmin P. Belderol  
Liza A. Belecina Beverly Joy D. Cuajao  
Jepson Y. Cuadra Lorna B. Lumayog  
Carmelita I. Dumagan Luzminda M. Tagaro  
Jonathamuel H. Gultia Lora Joy P. Del Castillo

**Subcommittee for Grade 8 (April 21, 2025)**

Venue : Dr. Cecilio Putong NHS (Grade 8 Rooms)  
Chairperson : Junicel T. Mancha  
Members : Florafel C. Datoy Procilita H. Milar

Mercy Mae C. Serate  
Aljon S. Fronteras  
Zita T. Barrera  
Pilar S. Dela Torre  
Rosemarie S. Maceren  
Angelie R. Rizalado  
Jacqueline T. Sisican

Romelle F. Abucay  
Hilario D. Aparre Jr.  
Ma. Preciosa S. Culajao  
Pricilla Farra N. Anaviso  
Mernita G. Palac  
Nafelyn E. Zafico

**Subcommittee for Grade 9 (April 21, 2025)**

Venue : Dr. Cecilio Putong NHS (Grade 9 Rooms)  
Chairperson : Filomena C. Tanggaan  
Members : Justino M. Canda  
Lanie G. Gutas  
Geolita B. Alvarez  
Michelle C. Cahucom  
Geraldine C. Duron  
Resa Niña A. Jacob  
Carmelita E. Pungay  
Melchor B. Daniel Jr.  
Fidela C. Alturas  
Evonne M. Batingal  
Maria Helen O. Chavez  
Babe Celeña B. Isaga  
Ma. Christie D. Palomares

**Subcommittee for Grade 11 (April 21, 2025)**

Venue : Cogon NHS  
Chairperson : Joseph C. Barrete  
Members : Alberto L. Tibod Jr.  
Lemuel B. Barol  
Jesilo G. Jala  
Rogelio V. Alago  
Mylyn T. Ayuban  
Jeanette B. Dag-um  
Annamae M. Sayon  
Riza L. Abarquez  
Gerry C. Aranzado  
Nanette Jane G. Boron  
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 SF1, SF5, SF6, SF10 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 and other equivalent documents.
4. The checking of School Forms is done in this manner:
  - a. SF1 versus Birth Certificate or equivalent Document.
    - Check Learner's Complete Name, Date of Birth, and Gender.
    - If not matched, adjust SF1 through LIS Learner's Profile.
  - b. SF4 versus SF5
    - Check Nos. of Registered Learners column in SF4 vis-a-vis Nos. of Learners column in SF5.
  - c. SF5 versus SF10
    - Check Learner's Complete Name, LRN, General Average and EOSY Status in SF5 vis-a-vis SF10.
    - If not matched, validate using SF1 (Profile) and/or SF9 (Grades) and adjust EOSY General Average through LIS EOSY Updating.
  - d. SF4 versus SF6
    - Check Nos. Of Registered Learners by Class column in SF4 vis-a-vis Nos. of Learners Column in SF6.
    - If not matched, validate each class using SF5.

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 desired.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/CID/JTB