



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. 215 , s. 2026

March 6, 2026

**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 on March 17-18, 2026 while all the other grade levels will be on May 5, 2026.**
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 Chairperson : Janet T. Butalid
Overall Vice-Chairperson : Maurine C. Castaño
Members : Junicel T. Mancha
Ma. Antonette P. Dugang
: Neolita S. Sarabia

Subcommittee for Kindergarten (March 17-18, 2025)

Venue : Tagbilaran City Central ES (AV Hall)
Chairperson : Ma. Antonette P. Dugang
Members : Marilyn M. Goti-ay Rosita S. Ampo
Eva Ruth R. Garcia Hyacinth Mae M. Varquez
Grace L. Genalo Marilyn E. Ortiz
Frances D. Peñaranda Alona B. Ponte
Ma. Estela L. Remorosa Ma. Yvonne P. Salva
Jenia E. Sumaylo Melchizedek A. Daniel

Subcommittee for Grade 6 (March 17-18, 2026)

Venue : Cogon Elementary School (AV Hall)
Chairperson : Filomena C. Tanggaan
Members : Emily L. Acabo Nerissa P. Boniel
Basilides M. Sempron Anecita B. Balon



Eufe Rhoda R. Galon
Ramonita A. Toh
Atolla P. Cagulada

Ma. Fe P. Bondalo
Pearly T. Maraguinot
Eufemio S. Bantugan

Subcommittee for Grade 10 (March 17-18, 2026)

Venue : Dr. Cecilio Putong NHS (Grade 10 Rooms)
Chairperson : Esther L. Cagas Maria Sandra Isabel S. Fortich
Members : Jenelou John F. Israel Laura J. Asas
 Joselito C. Galendo Porcino C. Bahalla
 Ma. Teresa G. Auxtero Maria Donabel C. Castil
 Minie P. Antasuda Simon T. Rios
 Alberto O. Darato Jr. Paul Jude C. Maceren
 Marjorie B. Bacolot Jenielyn G. Catalonia

Subcommittee for Grade 12 (March 17-18, 2026)

Venue : Dr. Cecilio Putong NHS (Library)
Chairperson : Neolita S. Sarabia
Members : Joermelyne Pasilbas Josephine D. Himalaloan
 Liza E. Maquiling Marlene G. Estorosas
 Jerry B. Belecina Vincent Mark P. Ranay
 Genevieve J. Bongcac Mary Faith I. Barrete
 Maria Teresa T. Laroda Ian-Jhel T. Galan
 Maricel O. Barimbao Hannah Joy P. Rivera
 Pablita R. Cabarles Joy B. Discaya
 Roy I. Miculob Marivic C. Acosta

Subcommittee for Grade 1 (May 5, 2026)

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
 Proserpina A. Doroy 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 (May 5, 2026)

Venue : Cogon ES (Grade 2 Rooms)
Chairperson : Neolita S. Sarabia
Members : Maria Rachel S. Omasas Karren Gale B. Acheron
 Maria Chona B. Roxas Ofelia M. Liao
 Clementina A. Gamil Lizarette C. Mosquera
 Marilou A. Pondoc Anita R. Baliling
 Ma. Carmela V. Baluran Elmira J. Buhion
 Jayvee M. Digal Irene A. Josol
 Ocelia E. Aparre Belen B. Benolirao

Subcommittee for Grade 3 (May 5, 2026)

Venue : Tagbilaran City Central ES (Grade 3 Rooms)
Chairperson : Juanita C. Lafuente
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 Jeralyn C. Obod

Subcommittee for Grade 4 (May 5, 2026)

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 (May 5, 2026)

Venue : Tagbilaran City Central ES (Grade 5 Rooms)
Chairperson : Alberto A. Lacang
Members : Lorelei G. Anore Josephine M. Adarne
Concepcion I. Gallentes Mirafior C. Cajés
Eufe Rhoda R. Galon Annabel R. Lansang
Rowena P. Mag-aso 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 (May 5, 2026)

Venue : Dr. Cecilio Putong NHS (Grade 7 Rooms)
Chairperson : Elisa B. Geagonia
Members : Ermila D. Cardinas Ma. Corazon H. Samuya
Pilar E. Diez Rosalie T. Abueva
Anabel M. Bendanillo Jasmin P. Belderol
Marlon M. Aporado Beverly Joy D. Cuajao
Jepson Y. Cuadra Lorna B. Lumayog
Nilda W. Angoy Luzminda M. Tagaro
Jonathamuel H. Gultia Lora Joy P. Del Castillo

Subcommittee for Grade 8 (May 5, 2026)

Venue : Dr. Cecilio Putong NHS (Grade 8 Rooms)

Chairperson : Cherry Michelle F. Collyer

Members : Florafel C. Datoy
Mercy Mae C. Serate
Aljon S. Fronteras
Zita T. Barrera
Marivic M. Cadenas
Rosemarie S. Maceren
Angelie R. Rizalado

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

Subcommittee for Grade 9 (May 5, 2026)

Venue : Dr. Cecilio Putong NHS (Grade 9 Rooms)

Chairperson : Nenita J. Incog

Members : Jonathan D. Membreve
Lanie G. Gutas
Geolita B. Alvarez
Michelle C. Cahucom
Geraldine C. Duron
Ressa Niña A. Jacob
Jeremy M. Cabilogan

Melchor B. Daniel Jr.
Fidela C. Alturas
Evonne M. Batingal
Maria Helen O. Chavez
Babe Celeña B. Isaga
Ma. Christie D. Palomares
Dennis S. Belano

Subcommittee for Grade 11 (May 5, 2026)

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
Cary B. Escabarte

Annamae M. Sayon
Zita B. Yana
Gerry C. Aranzado
Nanette Jane G. Boron
Jennifer D. Gastones
Raymond A. Gone
Jessie Rey S. Galbo

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. Immediate dissemination of and compliance with this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V 
Schools Division Superintendent

WDB/JAAL/CID/JTB/jtb