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Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2023- 249

To : CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
All Other Division Personnel Concerned  
Elementary and Secondary Schools Heads

Subject : **CHECKING OF SCHOOL FORMS**

Date : June 29, 2023

In pursuance to DepEd Memorandum No. 37, s. 2022, re: Resumption of the Implementation of the Policy on Checking of School Forms as prescribed in DepEd Order No. 11, s. 2018 on Guidelines on the Preparation and Checking of School Forms, the field is hereby informed of the conduct of Checking of School Forms by the Division Checking Committee created for each District with list attached hereto as Enclosure No. 1. Further, checking schedule is also reflected in Enclosure No. 2.

The checking of School Forms should align to the provisions in DepEd Order No. 11, s. 2018. Thus, both the School Checking Committee (SCC) and the Division Checking Committee (DCC) are expected to have deeply reviewed the said DepEd Order.

It is emphasized that School Forms to be checked by the Division Checking Committee are understood to have been thoroughly reviewed by the School Checking Committee. School Forms not thoroughly reviewed by the School Checking Committee (SCC) shall not be checked by the Division Checking Committee (DCC).

The Division Checking Committee (DCC) should ensure to have prepared the following: a) School Forms Checking Report (SFRC 1) – which is expected to be communicated to the concerned school through the School Checking Committee for guidance and improvement (in case of needs), and b) Consolidated District School Forms Checking Report (SFRC 2) to be submitted to the overall chair, the CID Chief, one week after the end of the school year.

For guidance and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Assistant Schools Division Superintendent,  
Officer-in-Charge, Office of the SDS

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
27-104394  
DATE: JUL 04 2023 TIME: 9:48 AM  
BY: *[Signature]*

Enclosed: As stated.

CID/bsd



Enclosure No. 1: **Division Checking Committee (DCC)**

**Overall Chair: BEVERLY S. DAUGDAUG, CID Chief**

<b>District</b>	<b>Team No.</b>	<b>Vice-Chair/Vice Co-Chair</b>	<b>Members</b>
Mt. Apo		Cherry Rossette E. Oliva (Overall Vice Chair)	<b>SGOD Representative:</b> Leonora Salazar (and Planning Office)
	1	Antonia Jumawan Juvy Salise	Jonathan Almacin Cesar Gevera
	2	Aldin Jr. Barsalote Eduardo Paller, Jr.	Al Fernandez Dann Becamon
Digos Oriental		Mary Joy B. Fortun	<b>SGOD Representative for Digos Oriental District:</b> Cherrie Anne Bohol (and Planning Office)
	A-1		Mario M. Andales Ma. Jocelyn Rubin Marilyn delos Santos Omaira S. Grande
	A-2		Jacqueline Jaum, Ellen Coles Ana Landero, Mabele Alag
	A-3		Jonathan Rellon, Richillie Solis Relydia Banlasan Boots Liwayway Relampago
	A-4		Abdul Gapor Guzman Jessie Titong, Lydia Nuevo Ma. Jilda Maung
	B-1	Ferna Renira T. Alde	Edsel Nacua, Byrnel Espina Joe Ann Gonora, Metus Suarez
	B-2		Angelito Villagonzalo Leizel Piloto Eva Gutierrez Gemma Daño
	B-3		Joel Cartagena, Rema Ramos Mellie Jabonero Jade Dabalos
	B-4		Rowelem Roshima Alvisa Calipayan Jay Ann Roldan, Nancy Dumagan
	Digos Occidental		Neil D. Bongcayao Ely G. Cataluña
			Inda Nacua, Lorelie Deiparine Joy R. Baulete, Nedyamar Andrade Elecel Adam
Digos South		Jessica G. Lucero	<b>SGOD Representative:</b> Jose Israel Maravilles (and Planning Office)
	1		Melacres Campomayor Marife Bohol, Renato Calipayan
	2		Jerwin Granada, Merylyn Salboro Mylene Samonte
	3		Nelson Lucero, Norwenda Hairil Peter Paul Deiparine
Secondary Schools		Clarence S. Pillerin, EdD	<b>SGOD Representative:</b> Reyzen Monserate (and Planning Office)
		Gervasio R. Salinas, Jr., PhD	King Devesfruto Rotshen V. Casilac Juvic V. Sucayre Julius C. Castanares Rizza L. Villaluna, EdD



Enclosure No. 2: **Schedule of Checking**

District	Date	School	Grade Level	Checking Venue
Mt. Apo	July 4	<b>Team 1</b> Matti ES Binaton ES Rizal CES Marawer ES  <b>Team 2:</b> G. Reusora CES Apolandia ES Soong ES N. Isidro ES	Kinder and Grade 6	G. Reusora CES
	July 5	<b>Team 1:</b> Rizal CES Apolandia ES  <b>Team 2:</b> Marawer ES N. Isidro ES	Grades 1-5	Rizal Central ES
	July 6	<b>Team 1:</b> Matti ES Binaton ES  <b>Team 2:</b> G. Reusora CES Soong ES	Grades 1-5	Binaton ES
Digos Oriental	July 3-7			District Office
Digos Occidental	July 3-7			Basalan ES
Digos South	July 3-7			District Office
Secondary Schools	July 4	SHSDC, Igpit NHS, Dawis NHS		District Office
	July 5	Matti NHS, Ruparan NHS, Soong NHS		
	July 6	Kapatagan NHS, Balabag NHS, Goma NHS		
	July 7	Digos City National High School (including Extension Schools)		

