



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
No. **050** s. 2024

April 29, 2024

**CONDUCT OF CHECKING OF SCHOOL FORMS OF THE DIVISION  
CHECKING COMMITTEE (DCC)**

To : CID and SGOD Chiefs  
Education Program Supervisors  
Education Program Specialists  
Division Planning Officer  
Concerned Division Personnel  
All Public Schools District Supervisors  
All School Heads of Elementary, Secondary, and Integrated Schools  
Concerned Teacher-Advisers

1. Pursuant to DepEd Order No. 11, s. 2018 or the Guidelines on the Preparation and Checking of School Forms, this Office informs All Concerned on the conduct of checking of school forms by the designated Division Checking Committee (DCC) on May 16-17, 2024, a timeline before the scheduled graduation rites.
2. To facilitate the checking tasks effectively, the DCC composed of CID Chief as Chair and SGOD Chief as Vice-Chair, Education Program Supervisors, Education Program Specialists, Planning Officer, identified Division Personnel, and Public Schools District Supervisors as members will be clustered to visit district offices and conduct physical checking of prescribed school forms with the presence of class adviser as indicated in *Enclosure 1*.
3. The main function of the DCC is to check the correctness of school forms and certificates of learners in Kindergarten, Grades 6, 10, and 12. The Focus areas of CID are SF5, SF10, SF9, Completion Certificate, Acceleration Certificate, ECCD Checklists to ensure enrolment eligibility and assessment compliance that includes promotion, retention, and acceleration. The SGOD is tasked to check Birth Certificate or equivalent Document, LIS Generated SF1, SF2, LIS Generated SF4, and also LIS Generated SF5 in order to validate enrolment count, dropped out, transferred in and out, and number of promoted/retained learners.
4. All Concerned are directed to refer to DepEd Order No. 11, s. 2018, DepEd Memorandum No. 37, s. 2022, and other related issuances for more details and for comprehensive understanding on the processes of checking of school forms.
5. To avoid disruption of classes during checking, the school heads are advised to assign teaching personnel to take over the classes of the concerned advisers; the public schools district supervisors, on the other hand, are instructed to prepare a



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schedule indicating the date and time of checking per school in their respective districts to have timely, smooth, and quality checking of school forms and documents.

6. Meals, snacks, travel, and other allowable expenses of the DCC shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination and compliance of this Memorandum is earnestly desired.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

*Enclosed: As stated.*

CID/ejup



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Enclosure 1

**Division Personnel to Check the School forms**

<b>Names</b>		<b>District</b>
Dr. Michael C. Canakan	Principal IV Christian Sango with PSDS	Baganga
EPS Alda B. Pawin	Rowil Tirro with PSDS	Gov.Gen
EPS Charlie P. Aspacio	SEPS II Cherry Ann V. Quibo with PSDS	Lupon
Dr. Gierson B. Rosa	Dr. Marilou J. Villanueva, with PSDS	Caraga
EPS Paulo Morales	EPS II Joselito Edong, with PSDS	Tarragona
EPS Luis G. Culaba	EPS Yvette M. Celmar with PSDS	Banaybanay
PDO Markfil L. Tagsip	Div. Planning Officer Remus Lumaya, with PSDS	Boston
PSDS Josephine G. Lastrado	Mc Nouve Cobero, with PSDS	San Isidro
EPS Boyshin B. Rebalde	SEPS Alan Limbadan with PSDS	Cateel
EPS Bernabe M. Basilisco	Grace Mercado with PSDS	Manay



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