



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

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
No. 021, s. 2026

3 March 2026

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

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

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 **March 16-17, 2026**, 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 advisers 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 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



Address: Government Center, Dahican, Mati City  
Contact No.: (087) 388-3372  
Email Address: [davao.oriental@deped.gov.ph](mailto:davao.oriental@deped.gov.ph)  
Official Website: <https://depeddavor.com/>  
"Where the Sunrise Beckons the Sweetest Smile"

instructed to prepare a schedule indicating the date and time of checking per 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

Enclosure 1

**Division Personnel to Check the School Forms**

Name		District
EPS Luis G. Culaba Jr.	Micheal Mangkikis with PSDS	Boston
EPS Alvin C. Anliban	Remus Lumaya with PSDS	Cateel 1& 2
EPS Marilou J. Villanueva	Markfil L. Tagsip with PSDS	Baganga North & South
EPS Geraldine D. Burgos	Lotis Lapez with PSDS	Caraga North & South
EPS Alda B. Pawin	Rynne Marriez Totchie Olea wth PSDS	Manay North & South
EPS Paulo Morales	Mariel R. Mendador with PSDS	Tarragona
Div. Coor Norman F. Tomas	Joselito Edong with PSDS	Banaybanay
EPS Bernabe M. Basilisco	Dr. Jason Muyalde with PSDS	Lupon East & West
EPS Alan D. Limbadan	Mc Nouve Cobero with PSDS	San Isidro North & South
EPS Boyshin B. Rebalde	Mary Grace Y. Mercado with PSDS	Governor Generoso North & South

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

Enclosed: As stated.

CID/nps



Address: Government Center, Dahican, Mati City  
 Contact No.: (087) 388-3372  
 Email Address: [davao.oriental@depd.gov.ph](mailto:davao.oriental@depd.gov.ph)  
 Official Website: <https://depeddavor.com/>  
 "Where the Sunrise Beckons the Sweetest Smile"