



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**

**RELEASED**  
 JUN 27 2023  
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**Office of the Schools Division Superintendent**

June 26, 2023

**Division Memorandum**  
 No. 237, s. 2023

**CONDUCT OF CHECKING OF FORMS IN THE SCHOOLS,  
 DISTRICTS, AND DIVISION LEVELS**

To: All Public Schols  
 SGOD, CID  
 PSDSs, EPS

This is to inform all concerned of the checking of forms activity in schools, districts, and in the division level of which, it is a part of the end of the school year (EOSY) series of activities. As such, all schools must have finished or on the process of finishing their school checking of forms specially for Kindergarten, Grade 6, Grade 10 and Grade 12 by **July 3-5, 2023 ready for the district level documents checking on July 6-7, 2023 and July 10-11, 2023 for the division level checking of forms.**

The division checking committee shall be composed of the following members:

DESIGNATION	NAME
Chairman	RAMONCHITO A. SORIANO, CID Chief
Co-Chairman	SALLY P. FEKN, SGOD Chief
Overall Document Checking Focal	EFREN Y. DANAG, Planning Officer III
	DEEWAIL B. BAGAYAO, Senior Education Program Specialist ATTY. JOAN REYES, Education Program Specialist ATTY. RINGO SUMEDCA, Legal Officer ARJAY P. GULLOD, Registrar I FLORIANNE B. AMBEGUIA, Registrar I Teofila P. Agsunod, Librarian II



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The district checking committee shall be composed of the Public School District Supervisor (PSDS) as chairman, the EPS incharge as co-chairman, and one (1) school head as member. While in the schools, the school head is the chairman, LIS Coordinator as co-chairman, and members are all the teachers. The district and school document checking shall ensure the accuracy of all data in the different forms being checked, and to ensure that all inaccuracies in the forms shall be corrected in the Learner Information System (LIS) so that learner records shall be free from errors.

Forms to be checked by the checking committee are, 1) SF1, 2) SF5, 3) SF6, 4) SF9, 5) SF10, and 6) Diploma/Certificate. In the school and district level, the PSA authenticated birth certificate shall be the basis in checking the SF1. Any corrections in the SF1 shall be effected immediately in the LIS system for the generation of the updated/corrected SF1 which will become the basis of checking the succeeding school forms (SFs).

Any clarification on the said conduct of document checking activity, please call Efren Y. Danag, the overall focal person at 09318321721.

For immediate dissemination.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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