



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 71 S. 2024

**DIVISION CHECKING OF SCHOOL FORMS**

To: OIC- Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public School District supervisors  
 Public Elementary and Secondary School Heads  
 Others Concerned

1. To ensure the accuracy and consistency of learner information, the grade level, school level and Division Checking of School Forms shall be undertaken in all Public and Private Kinder, Elementary, Junior High School and Senior High Schools in the Division of Tabuk City on May 21-24, 2024.
2. Prior on the date of the conduct of the Division Checking of school Forms, the School Checking Committee shall conduct first the Grade Level and School Level checking of forms to guarantee the accuracy of the Learner's information and quality of school forms.
3. The Division Checking Committee (DCC) is reconstituted as follows:

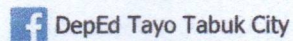
Chair : Ramonchito A. Soriano – CID Chief  
 Vice Chair : Sally P. Feken – SGOD Chief  
 : All Public Schools District Supervisors  
 Members : Efren Y. Danag – Planning Officer  
 : Dewaii B. Bagayao – SEPS Planning & Research

Deputy Members Per District:

District	Vice Chair	Members
Western Tabuk District 1	Henry Alunday - PSDS	Nicasio Sumarita – EPS



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		Allan Galanza – PDO All School Heads All ADAS/AOs
Western Tabuk District 2	Ma. Medea C. Vallejo - PSDS	Feliciano Agsaoy Jr. - EPS Harriet C. Buslig – EPS II All Secondary & Elementary School Heads All AOs & ADASs
Southern Tabuk District 1	Corazon G. Bravo-PSDS	Crisencia M. Na-oy - EPS Kenneth atiweg – SEPS/ SMME All School Heads Lorraine Marcos- HT 3 Helen Palattao – AO 2 Roscel Lingbawan – ADAS
Southern Tabuk District 3	Robert B. Binhaon - PSDS	Federico Flores Jr. – EPS All school Heads SGOD ALL AOs/ ADAS
Eastern Tabuk District 1	Agustina B. Loton	Thelma B. Galicia – EPS Daisy Bucao – PDO 1 All School Heads All AOs and Adass
Eastern Tabuk District 2	Karen W. Tabanganay	Marionette Dooma - EPS All school Heads All AOs and ADASs
Eastern Tabuk District 3	Joan M. Ranjo	Emmanuel C. Ubuán – EPS Frances Gacuya – SEPS Avelina Trinidad – P2 Gerald Baligod – P1 Linda Kissob – TIC Ricky Simangan – TIC Jose Guanoso – HT1 All AOs and ADASs
Northern Tabuk District 1	Agustina N. Lomeng	Helen B. Orap – EPS Menchie Gamongan- SEPS All School Heads AOs/ ADASs
Northern Tabuk District 2	Ferdinand L. Malagyab	Josefina B. Balisong – EPS Romeo Agagon- SEPS All School Heads/ All AOs/ ADAS

4. The DCC shall have the following roles and responsibilities:



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DepEd Tayo Tabuk City





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- a. The EPS member in each school's district shall check the enrolment eligibility and assessment which include promotion/retention or acceleration to ensure the most recent policies are strictly observed.
  - b. The SGOD, elementary/secondary school head member shall validate the enrolment count number of school leavers (dropped out), number of learners who transferred in/out, were promoted/retained and other enrolment related indicators, and check the correctness, accuracy and veracity of SF 1 and SF 5.
  - c. The Planning Officer and SEPS for Planning and Research shall validate the presented SF1 and SF5 with the actual online record of the school in the LIS.
  - d. The PSDS-Vice Chair in each school's District shall consolidate the Forms Checking Report (SFCRI) of all schools and compute the District Accuracy Level in Table 1 of the Consolidated District School Forms Checking Report (SFRC2).
  - e. After checking all school forms, the PSDS shall also affix his/her initial below the name of the Schools Division Superintendent in all Learner's proof of completion such as Kindergarten Certificate, Elementary Certificate, Junior High School Certificate and Senior High School Diploma.
  - f. The DCC through the Planning Officer and SEPS shall consolidate the SFRC2 using the Consolidated Division School Forms Checking report (SFRC3).
  - g. The DCC shall provide Technical Assistance to schools with difficulties and ensure that all concerned school personnel are well informed of any development relative to the preparation of school forms.
5. The PSDS of each school's District shall reiterate the function of school head and teacher-adviser at the school level as stated in DepED Order No. 11, s. 2018.
  6. Immediate and wide dissemination of the content of this memorandum is desired.

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

April 23, 2024



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