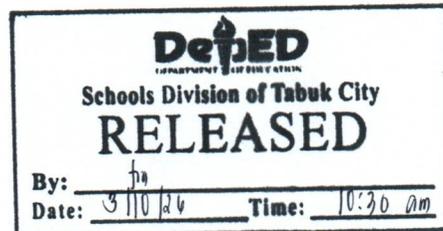




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Tabuk City



Office of the Schools Division Superintendent

March 9, 2026

DIVISION MEMORANDUM
 No. 114, s. 2026

**RECONSTITUTION OF THE DIVISION CHECKING COMMITTEE (DCC)
 PURSUANT TO DEPED ORDER NO. 11, s. 2018**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Division Personnel Concerned
 All Public and Private School Heads

1. This reconstitution of the Division Checking Committee (DCC) is necessitated in light of:
 - a.) the retirement of several personnel who previously served as DCC members under Division Memorandum No. 171, s. 2024 – Division Checking of School Forms.
 - b.) The need to facilitate the timely and orderly checking of school forms in preparation for the End-of-School-Year (EOSY) rites for SY 2025=2026.
 - c.) The requirement to ensure that teachers’ break from April 1–30, 2026 remains uninterrupted, in keeping with DepEd’s directive to protect teacher wellness.
 - d.) The mandate under DepEd Order No. 11, s. 2018, which prescribes the standard composition and functions of the DCC.

All other provisions of DM 171, s. 2024 remain in effect unless explicitly revised through this Memorandum.

2. Following the mandated composition under DepEd Order No. 11, s. 2018, the Division Checking Committee shall be composed as follows:

Chairperson	Ramonchito A. Soriano Chief, Curriculum Implementation Division (CID)
Vice Chairpersons	Sally P. Feken Chief, School Governance and Operations Division (SGOD) All Public Schools District Supervisors (PSDS): Henry M. Alunday Ma. Medea C. Vallejo Gemmaline C. Bumanglag Karen W. Tabanganay Joan M. Ranjo



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	Corazon G. Bravo Emily B. Langkit Robert B. Binha-on Ferdinand A. Malagyab
Members	Education Program Supervisors: Emmanuel C. Ubuan Maribel M. Bravo Nicasio C. Sumarita Jr. Cresencia M. Na-oy Doddie Marie L. Duclan Thelma B. Galicia Josefina B. Balisong Marionette S. Dooma Helen B. Orap Federico C. Flores Jr. Division Planning Officer: Efren Y. Danag SEPS Planning and Research: Deewaii B. Bagayao Other Division or School Personnel as may be identified and designated by the Chairperson and Vice Chairpersons, consistent with DO 11, s. 2018's provision for additional technical personnel when needed.

3. In accordance with DepEd Order No. 11, s. 2018, Section V-C (Post Checking), SFCR responsibilities shall be as follows:

a. SFCR 1 – School Forms Checking Report (School Level)

Prepared by: The School Checking Committee (SCC)

The SCC completes SFCR1 for each school after school-level checking and computes the School Accuracy Level.

The SFCR1 becomes the official basis for district consolidation.

b. SFCR 2 – Consolidated District School Forms Checking Report (District Level)

Prepared by: The Public Schools District Supervisor (PSDS)

The PSDS consolidates all SFCR1s from schools in the district and computes the District Accuracy Level as required by DO 11, s. 2018.

Signs and submits the completed SFCR2 to the DCC.
(If a district has no PSDS, the DCC prepares SFCR2.)

c. SFCR 3 – Consolidated Division School Forms Checking Report (Division Level)

Prepared by: The DCC Chairperson



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The DCC Chair consolidates all SFCR2s into SFCR3 and computes the Division Accuracy Level.

The Chair signs the SFCR3 and submits it with the Division Summary Report to the SDS on or before the mandated deadline.

4. As part of its responsibilities, the DCC shall:

- Ensure full adherence to the standards, procedures, and validation protocols under DO 11, s. 2018.
- Oversee the checking of priority grade levels and facilitate accurate validation of LIS-generated forms.
- Provide technical assistance to schools and districts.
- Ensure SFCR1, SFCR2, and SFCR3 are submitted within prescribed schedules.
- Ensure that the checking process supports the preparation for EOSY rites while respecting teachers' April break.

5. This Memorandum takes effect immediately. It reconstitutes the DCC under DM 171, s. 2024, but retains all other provisions of that issuance unless inconsistent with this Memo or with DepEd Order No. 11, s. 2018.

6. Immediate and wide dissemination of this Memorandum is desired.

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

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3/10/24



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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 171 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

- 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.
- 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.
- 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 Agsaoay 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. Ubuan – EPS Frances Gacuya – SEPS Avelina Trinidad – P2 Gerald Baligod – P1 Linda Kissob – TIC Ricky Simangan – TIC Jose Guanso – 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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- 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 (SFCR2).
 - 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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