



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



March 19, 2018

DIVISION MEMORANDUM
No. 257, s. 2018

**DIVISION CHECKING OF SCHOOL FORMS and OTHER
GRADUATION/COMPLETION-RELATED DOCUMENTS**

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
(Public and Private Schools)

1. In pursuance to DepEd Order No. 11, s. 2018, re: "Guidelines on the Preparation and Checking of School Forms", the composition of Division Checking Committee and the Division Checking Schedules for school forms and other graduation/completion-related documents are hereunder listed.
2. The Division Checking Committee:

a) For Digos Oriental District

Chairman	Vice Chairmen	Members
BEVERLY S. DAUGDAUG, EdD	SOLLIE B. OLIVER, LLB	AIRON M. ALEJANDRO
	PATRIOTISO O. PEÑAS	XAVIER S. FUENTES
		CHERRY ROSSETTE E. OLIVA
		FERNA RENIRA T. ALDE
		VICENTE C. LABURADA

b) For Digos Occidental District

Chairman	Vice Chairmen	Members
BEVERLY S. DAUGDAUG, EdD	SOLLIE B. OLIVER, LLB	AIRON M. ALEJANDRO
	ZENAIDA G. GUYA	XAVIER S. FUENTES
		HELEN A. CASIMIRO
		ROSALINDA C. ADLAON
		TITO M. ENDRINA
		MARY GLOR D. TABANAO
		ANALIZA C. ALMAZAN

c) For Mt. Apo District

Chairman	Vice Chairmen	Members
BEVERLY S. DAUGDAUG, EdD	SOLLIE B. OLIVER, LLB	AIRON M. ALEJANDRO
	ELY G. CATALUÑA	XAVIER S. FUENTES
		ARLENE B. BARBA
		VALERIANO DELOS REYES

d) For Junior and Senior High School

Chairman	Vice Chairmen	Members
BEVERLY S. DAUGDAUG, EdD	SOLLIE B. OLIVER, LLB	AIRON M. ALEJANDRO
	NEIL D. BONGCAYAO	XAVIER S. FUENTES
		IMELDA T. CARDINES
		EPPIE GRACE E. PRESTO
		RONILYN P. NIEVES

e) For Private Schools:

Chairman	Vice Chairmen	Members
BEVERLY S. DAUGDAUG, EdD	SOLLIE B. OLIVER, LLB	AIRON M. ALEJANDRO
	Assigned PSDS 1	XAVIER S. FUENTES
		Assigned PSDS 2

3. The Division Checking Schedules:

Date	Level	Venue
March 21-23, 2018	Kindergarten, Gr. 6 & Gr. 12	Elem.- District Office Sec.- DICNHS/SHS- Stand Alone
March 26, 2018	Grades 7, 10 & 11 (Gr. 1-5 can start the checking on this date)	
March 27, 2018	Private Schools (all grade levels)	Agree with the assigned PSDS
April 10-11, 2018	Grades 1-5 (continuation), Grades 8-9	Elem.- District Office Sec.- DICNHS/SHS- Stand Alone

4. Below is the guide in the identification of percentage/number of classes which shall be subjected to Division checking:

Size of School	Priority Grade levels		Other Grade Levels
	Percentage	Estimated Minimum No. of Classes	
Very Small (99 & below)	100%	All	2
Small (100-299)	50%	4	2
Medium (300-499)	30%	5	2
Large (500-799)	20%	6	3
Very Large (800-900)	10%	7	4
Huge (1,000 & above)	5%	8	5

- The parameter used for this school classification is the combined enrolment of Kinder, Gr. 1 and 6 for Elementary School; Gr. 7 and 10 for Junior High School; and Gr. 11 & 12 for Senior High School.
 - Drawing of lots shall be employed to determine the classes to include in the checking.
5. Attached are the templates for the following: 1) School Forms Checking Report (SFCR1), 2) Consolidated District School Forms Checking Report (SFCR2), 3) Consolidated Division School Forms Checking Report (SFCR3), and 4) School Forms Checking Report – Data Element Descriptions.
6. April 13, 2018 is the submission of SFRC2 from each Division Checking Sub-Committee.
7. For compliance.

FOR AND IN THE ABSENCE OF:

DR. WINNIE E. BATON, CESE
Officer-In-Charge
Office of the Schools Division Superintendent

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D.
OFFICER-IN-CHARGE
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Encs: As stated
References: DepEd Order No. 11, s. 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT CURRICULUM FORMS CHECKING
BSD: Division Checking of School Forms and Other Documents
March 19, 2018

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