



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

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Office of the Schools Division Superintendent

July 17, 2023

**DIVISION MEMORANDUM**

No. 412, s. 2023

**DIVISION CHECKING OF SCHOOL FORMS FOR SY 2022-2023**

To: Curriculum Implementation Division  
Schools Governance and Operations Division  
Public and Private Elementary and Secondary Schools  
All Others Concerned

1. In compliance with DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms) consistent with DepEd Memorandum No. 37, s. 2022 (Resumption of Implementation of the Policy on Checking of School Forms as prescribed in DepEd Order 11, s. 2018, the division checking of school forms shall be conducted by the Division Sub-Committee from July 17- 21, 2023. The venue of the division checking of school forms is the district office/central school.

2. During the division checking of school forms by the Division Sub-Committee, it is expected that the School Forms Checking Report 1 (SFCR 1), enclosure 1, shall have been prepared and made available by the school heads on the day of the checking/review of the school forms. Moreover, the chair, PSDSs, of the Division Sub-Committee shall prepare the consolidated SFCR1 of all schools in his/her district and compute the District Accuracy Level to be recorded using the District School Forms Checking Report (SFCR2), enclosure 2. The SFCR2 for all Districts shall then be consolidated by the Chairman of the Division TWG as the basis for computation of the Division Accuracy Level to be recorded using the Division School Forms Checking Report (SFCR3), enclosure 3.

3. Below is the composition of the Division-Sub Committee, Division Checking Committee, and Division Technical Working Group

**DIVISION SUB-COMMITTEE**

- a. Chairman: Public Schools District Supervisor  
Vice-Chairman: Central School Principal  
Vice-Chairman: District LIS Coordinator  
Members: At least 3 elementary school heads
  
- b. Chairman: Public Schools District Supervisor  
Vice-Chairman: Secondary Lead School Principal  
Members: At least 3 secondary school heads



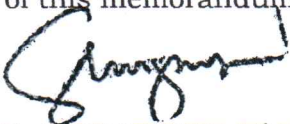
**DIVISION CHECKING COMMITTEE**

Overall Chair: Dr. Cornelio R. Aquino, CID Chief  
Overall Vice Chair: Dr. Redentor B. Aquino, SGOD Chief  
Members  
PLANNING OFFICER  
PLANNING AND RESEARCH SEPS/EPS  
M & E SEPS/EPS  
DIVISION LIS COORDINATOR

**DIVISION TECHNICAL WORKING GROUP**

Chairman: Mike D. Dacasin – EPS  
Vice-Chairman: Eugene M. Toralba – EPS  
Members: Maybelene C. Bautista – EPS  
Emeterio F. Soniega, Jr. – EPS  
Virgilio R. Barba – EPS  
Gloria I. Pernes – EPS  
Jupiter L. Petilla – EPS  
Lilibeth A. Daus – EPS  
Eddie M. Raguindin - EPS

4. The review of the School Forms by the division sub-committee shall be done using random sampling as stated in DO 11, s. 2018. Submission of the consolidated School Forms as enumerated during the Division Orientation on the Checking of School Forms last June 6-8, 2023 by the chair of the Division Sub-Committee shall be on or before July 27, 2023, at the CID office.
5. School heads will submit a certification on the accuracy and completeness of the school forms to the chair of the Division Sub-committee before the checking/review of the school forms. Likewise, the chair of the Division Sub-Committee (PSDSs) will also submit a certification on the accuracy and completeness of the reviewed school forms to the chair of the Division TWG to the CID office.
6. District consolidator of school forms and other related reports shall be granted Three (3) days of service credits following DO 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers).
7. Travel and other incidental expenses of the participants shall be charged to local school funds subject to the usual auditing and accounting procedures.
8. Immediate and wide dissemination of this memorandum is enjoined.

  
**LORNA G. BUGAYONG PhD, CESO V**  
Schools Division Superintendent

