



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

June 20, 2023

**DIVISION MEMORANDUM**

No. 178 s. 2023

**COMPOSITION OF DIVISION CHECKING COMMITTEE (DCC)  
AND SCHEDULE OF CHECKING OF SCHOOL FORMS**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Senior Education Program Specialists  
Elementary and Secondary School Heads  
All others Concern

1. DepEd Order No. 11, s.2018 entitled "Guidelines on the Preparation and Checking of Schools Forms" provides that schools and SDOs should conduct updating and checking of school forms at the end of every school year.
2. The objectives of updating and checking of school forms are to provide reliable assurance mechanism of learner information; ensure the quality and timeliness of school reports; and reduce the resources spent for clerical and records management.
3. In compliance to the above stated DepEd Memorandum, this Division through the Curriculum Implementation Division (CID) and the Schools Governance and Operation Division (SGOD) announces the composition of the Division Checking Committee and the schedule of checking of school forms as follows:

**COMPOSITION OF DCC**

<b>Name</b>	<b>Position</b>
VIOLETA B. GASILAO	Chairperson
MARCIAL Y. NOGUERA	Vice Chairperson
OLIVER C. CARIASO	Member
CARMENCITA G. ADAMI	Member
FELIX Y. ADAMI	Member
MYRNA H. AGUDO	Member
ELENA A. BALDOMAR	Member
VIOLETA H. BINALON	Member
DENNIS B. VALDEZ	Member
JAY V. GONZALES	Member
JENNIFER H. MORO	Member
BERNADETTE L. VINALAY	Member
AYRINE C. GERONIMO	Member
ARNULFO ANSELM H. HORTIZ	Member



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**MATATAG**  
Bansang Makabata Batang Makabansa

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

MIAH DAPHNE B. BUENAFE	Member
JONAS CARLO F. TRILLANA	Member
FRED G. GIMENEZ	Member
DENCIO G. ERIFUL	Member

#### SCHEDULE OF CHECKING OF SCHOOL FORMS

Date	School	SDO Personnel Involved	
		CID	SGOD
July 3, 2023	Batanes NSHS	Felix Y. Adami	Arnulfo Alselm C. Hortiz
	Basco CS Diptan ES	Jennifer H. Moro	Oliver R. Carias
	Valugan IS Tukon BS Chanarian ES	Bernadette L. Vinalay	Ayrine C. Geronimo
	Mahatao ES Diura BS Mahatao NHS	Carmencita G. Adami	Miah Daphne B. Buenafe
	San Vicente ES Ivana ES Ivana NHS	Violeta H. Binalon	Fred G. Gimenez
	Uyugan ES Batanes GCHS Itbud IS Imnajbu ES	Jay V. Gonzales	Dencio G. Eriful
	Sabtang NSF Savidug ES Chavayan ES	Dennis B. Valdez	Jonas Carlo F. Trillana
	Sabtang CS Savidug ES Chavayan CS	Dennis B. Valdez	Jonas Carlo F. Trillana
July 4, 2023	Itbayat CS Mayan ES	Elena A. Baldomar Myrna H. Agudo	Fred G. Gimenez
July 5, 2023	Itbayat NAHS Yawran BS Raele IS	Jay V. Gonzales	

4. It is understood that all schools must have conducted the school level checking before the visit of the Division Checking Committee. The following documents/School Forms will be checked:

- PSA Birth Certificate
- LIS Generated School Form 1 (School Register)
- School Form 2 (Daily Attendance Report of Learner)
- School Form 4 (Monthly Learner's Movement and Attendance)
- School Form 5 (Report on Promotion and Level of Proficiency)
- School Form 9/Form 138 or Summary of Grades/Class Record
- School Form 10/Form 137 (Permanent Record)
- Completion/Acceleration Certificates, ECCD Checklist, others



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Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2



5. Expenses relative to the conduct of the checking of school forms shall be charged to local funds and other fund sources subject to the usual accounting and auditing rules and regulations.
6. For other details, please refer to DO No. 11, s.2018
7. Immediate dissemination of this memorandum is desired.

  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent 

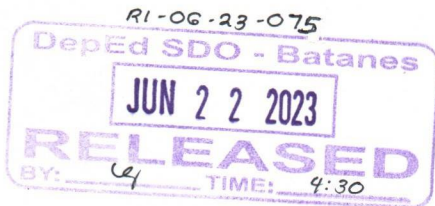


Encl.: none

Reference: DO No. 11, s.20218

To be indicated in the Perpetual Index  
Under the following subjects:  
DATA, FORMS

CID/ggc/jvg



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Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>3</b>