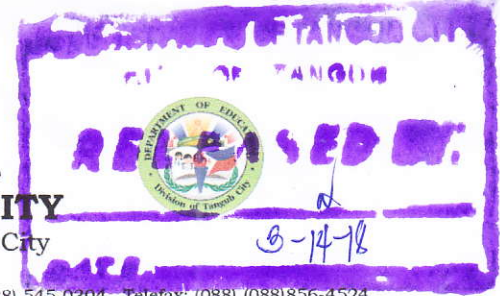




Republic of the Philippines
Department of Education
Region X - Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



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March 14, 2018

Division Memorandum
No. 70, s. 2018

**REITERATING THE GUIDELINES ON THE PREPARATION
AND CHECKING OF SCHOOL FORMS**

To: **Chief, Curriculum Implementation Division**
Chief, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads
Principals of NMSC and GADTC
This Division

1. To promote the principles of efficiency, accountability, accuracy and reliability of data, this office reiterates compliance of DepEd Order No. 11, s. 2018 re: Guidelines on the Preparation and Checking of School Forms starting end of School Year 2017-2018.
2. The following forms to be submitted for checking are as follows:

Kinder Classes	-SF1, SF2, SF4 (Feb & March), SF5K and SF6
Grades 1-12	-SF1, SF2, SF4 (Feb & March), SF5 and SF6
Schools	-SF1, SF2, SF4 (Feb & March), SF5, SF6 of all classes and Annex 1a
3. The members of the Checking Committee are as follows:
 - School Checking Committee (SCC)

Chairman:	School Head
Vice - Chairman:	ICT Coordinator or the School Systems Administrator for LIS/ EBEIS
Vice - Chairman:	appointed Vice - Chair for Curriculum and Assessment
Members:	to be determined by School Head
 - Division Checking Committee (DCC)

Chairman:	Carmelita A. Jubay, Ed. D. (Chief EPS - CID)
Vice - Chairman:	Myrna T. Regidor (Chief EPS - SGOD)
Members:	Dorothy P. Neri - Division Planning Officer Gina L. Mandawe - Education Program Supervisor Relita P. Decina - Education Program Supervisor



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Lorna C. Peñonal - Education Program Supervisor
Virginia S. Bagaboyboy - Education Program Supervisor
Wilfredo B. Cañete - Elementary School Principal II
Rene Boy G. Roxas - Senior Education Program Specialist

4. The Division Checking Committee (DCC) shall start the conduct of the Division Level checking for Kinder, Grade 6, 10 & 12 on March 21, 2018 until March 27, 2018:

March 21, 2018 - North District
March 22, 2018 - Central District
March 23, 2018 - South District
March 26, 2018 - Southwest District
March 27, 2018 - Secondary and Private Schools/
SUC/LUC

5. The checking for other levels shall start on April 10, 2018 until April 16, 2018:

April 10, 2018 - Secondary and Private Schools/
SUC/LUC
April 11, 2018 - Southwest District
April 12, 2018 - South District
April 13, 2018 - Central District
April 16, 2018 - North District

6. For more information, refer to DepEd Order No. 11, s. 2018 and to this Office through Mr. Mario Esteban C. Arsenal, SEPS (M&E and SocMob) through his contact number 09305176495/ 09359434397.

7. For guidance and reference.

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

Ref.: DepEd Order No. 11, s. 2018
To be indicated in the Perpetual Index
under the following subjects:

FORMS SUBMISSION SCHOOLS SCHEDULE