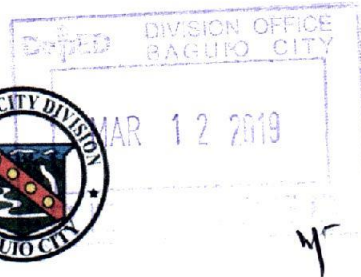




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Telefax No.: (074) 442-7819



DIVISION MEMORANDUM
No. 138, s. 2019

REORGANIZATION OF THE DIVISION CHECKING COMMITTEE (DCC)

TO : CID AND SGOD CHIEFS
ALL EDUCATION PROGRAM SUPERVISORS
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SENIOR EDUCATION PROGRAM SPECIALISTS
ALL SCHOOL HEADS (ELEMENTARY AND SECONDARY)
ALL TEACHERS-IN-CHARGE

1. Pursuant to DepEd Order No. 11, s. 2018 and Division Memo No. 111, s. 2018 regarding the guidelines on the preparation and checking of the school forms, this office hereby reorganizes its Division Checking Committee (DCC) to ensure consistency of learners' information and data.

2. The DCC shall be composed of the following:

Chair: **JULIET C. SANNAD**
Chief, CID

Vice Chairs: **ARTHUR TIONGAN**
Chief, SGOD
ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
(attend to their respective School Districts)

Members: **MARILYN S. API-IT** -EPS, CID
ESTHER Y. MELECIO -EPS, CID
NORA D. DALAPNAS -EPS, CID
REYNALYN T. PADSOYAN -SEPS, SGOD-Planning and Research
OLIVIA O. GOMEZ -Planning Officer III, SGOD-Planning & Research
SCHOOL LIS/EBEIS COORDINATORS

3. The committee shall perform the following functions:

- Ensure that recent policies on enrollment eligibility and assessment which include promotion/retention or acceleration are strictly observed (CID);
- Validate enrolment count, number of school leavers (dropped out), number of learners who transferred in/out, promoted/retained and other related-enrolment indicators (SGOD);
- Conduct spot checks or head counts of learner vis-à-vis SF1 and SF5 as necessary (SGOD); and
- Validate the presented SF1 and SF5 with the actual online record of the school in the LIS (SGOD SEPS/Planning Officer).

4. For information and guidance.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
School Division Superintendent