



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

June 07, 2022

DIVISION MEMORANDUM
No. 164, s. 2022

DIVISION CHECKING COMMITTEE (DCC) FOR S.Y 2021-2022

To: CID and SGOD Chiefs
All Education Program Supervisors
All Public Schools District Supervisors
All Senior Education Program Specialists
All Elementary and Secondary School Heads (Public and Private)
All Teachers-in-charge
All Others Concerned

1. Pursuant to DepEd Order No. 11, s. 2018, DepEd Memorandum No. 037, s. 2022 and Division Memorandum No. 111, s. 2018 regarding the guidelines on the preparation and checking of the school forms, this office hereby organizes its Division Checking Committee (DCC) for the school year 2021-2022 to ensure accuracy of learners' information and data.
2. The DCC aims to conduct checking of forms to selected schools (public and private) to ensure that policies on assessment are strictly observed and learner's information are accurate and validated.
3. Composition of the Division Checking Committee (DCC):

Chair: **Juliet C. Sannad, EdD**
Chief Education Supervisor, CID

Vice Chair: **Niño M. Tibangay**
Chief Education Supervisor, SGOD

All Public Schools District Supervisor

Members: **Nora Dalapnas and Mary Jane Malihod (Public Schools)**
EPS, CID

Marilyn Api-it and Loida C. Mangangay (Private Schools)
EPS, CID

Reynalyn T. Padsuyan
SEPS, SGOD-Planning and Research

Olivia O. Gomez
Planning Officer III, SGOD-Planning and Research

School LIS/EBEIS Coordinators



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4. Roles and Functions of Division Checking Committee:

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

5. Below are the allowed activities during checking depending on IATF assessment of alert levels.

Alert Level 1	Alert Level 2	Alert Level 3
Onsite physical checking of school forms of SCC and DCC as prescribed in DO. 11, s. 2018	Combination of onsite and online checking of school forms depending on the gravity of COVID-19 situation in the locality DCC is required to participate as prescribed in DO. 11 s. 2018	Online checking of school forms of SCC. DCC is not required to participate as stipulated in DM 014 s. 2021

6. In view hereof, the School Checking Committee headed by the School Head shall prepare for the on-the-spot visit and validation by the DCC from June 20-30, 2022.

7. Immediate and wide dissemination of this memorandum is highly appreciated.

FEDERICO P. MARTIN, CEdd, EdD, CESO V
Schools Division Superintendent



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