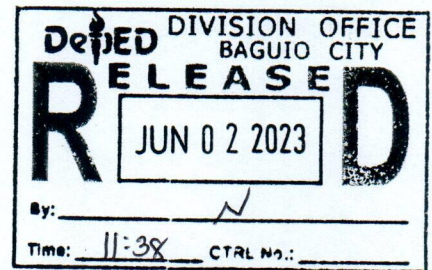




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



02 JUNE 2023

DIVISION MEMORANDUM

No. **208-2023**

DIVISION CHECKING COMMITTEE (DCC) FOR SY: 2022-2023

To : CID and SGOD Chief Education Supervisors
 Public School District Supervisors
 Education Program Supervisors
 Public and Private School Heads/Administrators
 SEPS for Planning and Research (SGOD)
 Division Planning Officer
 All Others Concerned

1. Pursuant to DepEd Order No. 11 s. 2018 and DepEd Memorandum No. 037 s. 2022 regarding guidelines on the preparation and checking of school forms, this office hereby organizes the Division Checking Committee (DCC) for the school year 2022-2023 to ensure accuracy of learner's information and data.
2. The DCC aims to conduct checking of forms to schools (public and private) to ensure compliance of these guidelines.
3. The following are the composition of the Division Checking Committee (DCC):

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

Vice Chairs: Nino M. Tibangay, EdD
 Chief Education Supervisor, SGOD

ALL Publics Schools District Supervisors

District	
1	Nixon C. Elahe
2	Rosanna D. Dizon
3	Virginia A. Alindayo
4	Nancy B. Dumalili
5	Rosie Beel A. Marzo
6	Lourdes B. Lomas-e
7	Jayrerose S. Guevara
8	Brendalee C. Awingan
9	Marilyn S. Tami-ing
10	Santiago L. Bugtong

Members:
-SEPS Planning and Research

-Olivia Gomez
 Division Planning Officer





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-Education Program supervisors

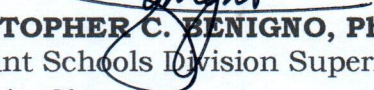
District No.	Education Program Supervisor In-charge
1, 2 and 3	Francisco C. Copsiyan and Armi A. Fiangaan
4,5 and 9	Marilyn S. Api-it and Nora D. Dalapnas
6 and 7	Mary Jane N. Malihod and Loida C. Mangangey
8 and 10	Marina D. Tabangcura and Lolita A. Manzano

-School LIS coordinator

4. Roles and functions of the Division Checking Committee are as follows:

Roles and Functions	Functional Division
a. focus on the areas of enrollment eligibility and assessment which promote/retention or acceleration to ensure that the most recent policies are strictly observed.	CID
b.1. validate enrollment count, number of school leavers (dropped out), number of learners who transferred in/out, promoted/retained and other enrolment related indicators.	SGOD
b.2 conduct spot checks or head counts of learners vis-a-vis the SF1 and SF5 as necessary.	SGOD
b.3 validate the presented SF1 and SF5 with the actual online record of the school LIS	SGOD SEPS/Planning Officer

5. In view hereof, DCC shall convene on June 19, 2023 at 1:00PM to agree on the specific tasks of each member and the schedule of the checking of forms.
6. Immediate and wide dissemination of this memorandum is desired.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

