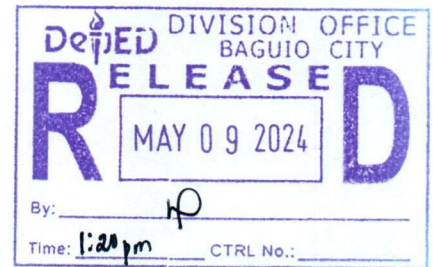




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



09 MAY 2024

DIVISION MEMORANDUM

No. **282-2024**

DIVISION CHECKING COMMITTEE (DCC) FOR SY: 2023:2024

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

1. Pursuant to DepEd Order No. 11 s. 2018, "Guidelines on the Preparation and Checking of School Forms" and DepEd Memorandum No. 37 s. 2022, this office hereby organizes the **Division Checking Committee (DCC)** for the **School Year 2023-2024**.
2. The DCC aims to ensure quality, consistency and accuracy of school forms to all **public and private schools** to ensure the compliance of the issuances and guidelines.
3. The Division Checking Committee members are as follows:

Chair:	Juliet C. Sannad, EdD Chief Education Supervisor - CID
Vice Chairs:	Nino M. Tibangay, EdD Chief Education Supervisor – SGOD ALL Public Schools District Supervisors (Districts 1 to 10)
Members:	Districts 1 and 2: Armi Fiangaan and Lolita Manzano Districts 3 and 4: Sydney Carino and Loida Mangangay Districts 5 and 6: Mary Jane Malihod and Francis Copsiyan Districts 7 and 8: Marilyn Api-it and Virginia Alindayo Districts 9 and 10: Marina Tabangcura and Nora Dalapnas SEPS P and R: Jimmy Santos Planning Officer: Olivia Gomez School LIS Coordinators

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



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

DepEd Tayo Baguio City

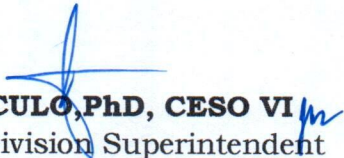
<https://depedpines.com>



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Roles and Functions	Functional Division
a. focus on the areas on enrolment eligibility and assessment which promote/retention or acceleration to ensure that the most recent policies are strictly observed. SF10/form 137, SF 9/form 138, class record, completion certificate, acceleration certificate, ECCD Checklist	CID
b.1 validate enrolment 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

- There will be no checking of forms at the District Level, PSDSs shall provide *Technical Assistance* to all schools within his/her jurisdiction.
- In view hereof, DCC shall convene on **May 13, 2024**, after the flag raising ceremony at the 3rd floor conference hall.
- For queries, please contact CES Juliet C. Sannad, SDO Baguio Curriculum Implementation Division (CID) landline: (074) 619-3491.
- Immediate dissemination of this memorandum to all concerned is desired.


SORAYA T. FACULO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Reference: as stated
CID/JCS/mjm
May 9, 2024