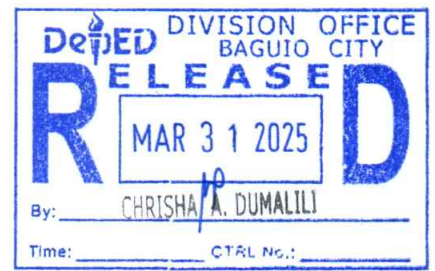




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



31 March 2025

DIVISION MEMORANDUM
 No. 231-2025

DIVISION CHECKING COMMITTEE (DCC) FOR SY: 2024-2025

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 2024-2025.
2. The DCC aims to conduct checking of forms to all public and private schools to ensure compliance of these guidelines.
3. The Division Checking Committee (DCC) are as follows:

Chairperson:	Juliet C. Sannad, EdD Chief Education Supervisor, CID		
Vice Chairpersons:	Nino M. Tibangay, EdD Chief Education Supervisor, SGOD		
	ALL Publics Schools District Supervisors		
	Nixon C. Elahe		
	Rosanna D. Dizon		
	Rey D. Gapsin		
	Nancy B. Dumalili		
	Rosie Beel A. Marzo		
	Lourdes B. Lomas-e		
	Jayrerose S. Guevara		
	Brendalee C. Awingan		
	Marilyn S. Tami-ing		
	Santiago L. Bugtong		
Members:	District	EPS	SGOD
	1	Mary Jane N. Malihod	Jimmy Santos
	2	Francisco C. Copsiyan	
	3	Armi Victoria A. Fiangaan	Olivia Gomez
	4	Nora D. Dalapnas	
	5	Loida C. Mangangey	Asuncion Saguid
	6	Lolita A. Manzano	
	7	Marina D. Tabangcura	Jocelyn Coldeg
	8	Marilyn S. Api-it	
	9	Virginia C. Alindayo	Juliet Piok
	10	Sydney Shan M. Cariño	



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Members:

SEPS Planning and Research - **Jimmy S. Santos**
Division Planning Officer - **Olivia Gomez**
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 enrollment 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. For queries, please contact CES Juliet C. Sannad, SDO Baguio Curriculum Implementation Division (CID) landline: (074) 619-3491.

6. Immediate and wide dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent

NIÑO M. TIBANGAY
Chief Education Supervisor, SGOD ✓



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 Schools Division Superintendent