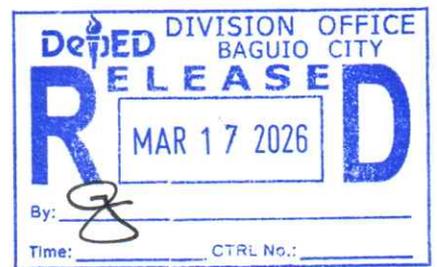




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



March 16, 2026

DIVISION MEMORANDUM

No. 203-2026

DIVISION CHECKING COMMITTEE (DCC) FOR SY: 2025-2026

To: Chief Education Supervisor – CID
 Chief Education Supervisor – SGOD
 Public Schools District Supervisors
 Public and Private School Heads/Administrators
 Division Planning Officer
 All Others Concerned

- Pursuant to DepEd Orde No. 11 s. 2018 and Dep Ed 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 2025-2026.
- The DCC aims to conduct checking of forms to all public and private schools to ensure compliance of these guidelines. Provided that all school forms have been reviewed by the School Checking Committee (SCC).
- The Division Checking Committee (DCC) are as follows:

Chairperson:	Juliet C. Sannad, EdD Chief Education Supervisor, CID		
Vice Chairpersons:	Niño M. Tibangay, PhD Chief Education Supervisor, SGOD		
	ALL Public Schools District Supervisors		
	Rosanna D. Dizon		
	Brendalee C. Awingan		
	Santiago L. Bugtong		
	Rosie Beel A. Marzo		
	Nixon C. Elahe		
	Jayrerose S. Guevara		
	Lourdes B. Lomas-e		
	Nancy B. Dumalili		
	Rey D. Gapasin		
	Marilyn S. Tami-ing		
Members:	District	EPS	SGOD
	1	Mary Jane N. Malihod	Jimmy Santos
	2	Francisco C. Copsiyan	Cliftone Bangse-il
	3	Armi Victoria A. Fiangaan	Olivia Gomez
	4	Nora D. Dalapnas	Rheineck Caparas
	5	Loida C. Mangangey	Asuncion Saguid
	6	Lolita A. Manzano	Samuel Bab-anga





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	7	Marina D. Tabangcura	Jocelyn Coldeg
	8	Marilyn S. Api-it	Jovelyn Balantin
	9	Virginia C. Alindayo	Leigh Yan Verona
	10	Sydney Shan M. Cariño	Juliet Piok

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 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-à-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. Starting March 17, 2026, all Division Checking Committee (DCC) must go to school to check school forms.

6. There will be no checking of forms at the District Level, PSDSs shall provide Technical Assistance to all schools within his/her jurisdiction.

7. In view hereof, DCC shall convene on March 16, 2026, after the flag raising ceremony at the 3rd Floor conference hall.

8. For queries, please contact CES Juliet C. Sannad, SDO Baguio Curriculum Implementation Division (CID) landline: (074) 619-3491.

9. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

