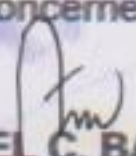


**MEMORANDUM**

**TO :** Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialist  
Education Program Specialists II  
Planning Officer III  
Elementary and Secondary School Heads  
Head Teachers, Teacher-In-Charge, Officer-In-Charge  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **SY 2017-2018 DIVISION CHECKING OF SCHOOL FORMS (SF)**

**DATE :** March 23, 2018

Pursuant to DepEd Order No. 11, s. 2018 or the Guidelines on the Preparation and Checking of School Forms, this Office shall conduct the Division Checking of School Forms (SF) on March 26-27 for Kinder, Grades 6, 10 and 12 and April 10-11, 2018 for other remaining grade levels.

All advisers for Kindergarten, Grades 6, 10 and 12 shall be present on the scheduled date. Drawing of lots shall be done from 7:30 am – 8:30 am. Checking of forms shall commence at 9:00 am. For smoother conduct of the April 10-11, 2018 checking of School Forms (SF), the List of Sections of the remaining grade levels should be submitted on March 26, 2018. Refer to the attachments for details.

Meals and transportation allowances for the activity of all school-based personnel involved in the activity shall be charged against their respective school local fund while the Division personnel's shall be charged against the host school's canteen or MOOE fund, subject to the usual accounting rules and procedures.

Wide dissemination of this memorandum is desired.

Enclosure No. 1 to Unnumbered Memorandum 2018

**Division Checking of School Forms Schedule and Venue**

Date	Grade Levels	Venue
March 26, 2018	Kinder, Grade 6	District 1 – BN4ES District 2 – JSES
March 27, 2018	Grade 10 and 12	Antipolo NHS
April 10, 2018	Grades 1-5	District 1 – Sta Cruz ES District 2 – San Isidro ES
April 11, 2018	Grades 7-9 and Grade 11	San Jose NHS



Enclosure No. 2 to Unnumbered Memorandum 2018

### School Category and Number of Classes to be Checked

#### A. Secondary Schools (including Senior High School)

School	Category	No of classes to be selected by drawing of lots	
		Grades 7, 10, 12	Other grade levels
Canumay NHS	VS	All	2
Apia IS	VS	All	2
Canumay NHS	VS	All	2
Antipolo City National Science and Technology HS	S	4	2
	S	4	2
Calawis NHS			
Kaysakat NHS	S	4	2
Calawis NHS	S	4	2
Dela Paz NHS	S	4	2
Kaysakat NHS	S	4	2
Muntindilaw NHS	S	4	2
Old Boso-boso NHS	S	4	2
Rizza NHS	S	4	2
San Juan NHS	S	4	2
San Roque NHS	S	4	2
Dalig NHS	M	5	2
Marcelino M. Santos NHS	M	5	2
Maximo L. Gatlabayan Memorial NHS	M	5	2
San Jose NHS	M	5	2
Muntindilaw NHS	M	5	2
Old Boso-boso NHS	M	5	2
Rizza NHS	M	5	2
San Juan NHS	M	5	2
Marcelino M. Santos NHS	L	6	3
San Isidro NHS	L	6	3
Dalig NHS	VL	7	4
Antipolo City Senior HS	H	8	5
Mayamot NHS	H	8	5
Antipolo NHS	H	8	5
Bagong Nayon II NHS	H	8	5
Cupang NHS	H	8	5
Dela Paz NHS	H	8	5
Mambugan NHS	H	8	5
Maximo L. Gatlabayan Memorial NHS	H	8	5
Mayamot NHS	H	8	5
San Isidro NHS	H	8	5
San Jose NHS	H	8	5
San Roque NHS	H	8	5
Dela Paz NHS	H	8	5

*B. Elementary Schools*

Name of School	Category	No of classes to be selected by drawing of lots	
		Kinder, Grades 1 and 6	All other grade levels
Antipolo City SPED Center	VS	All	2
Apia ES	VS	All	2
Canumay ES	VS	All	2
Libis ES	VS	All	2
Paglitaw ES	VS	All	2
San Ysiro ES	VS	All	2
Upper Kilingan ES	VS	All	2
Binayoyo ES	S	4	2
Cabading ES	S	4	2
Cupang ES Annex	S	4	2
Peñafrancia ES Annex	S	4	2
San Joseph ES	S	4	2
Calawis ES	M	5	2
Dalig ES	M	5	2
Kaysakat ES	M	5	2
Mambugan II ES	M	5	2
Sumilang ES	M	5	2
Inuman ES	L	6	3
Kaila ES	L	6	3
Knights of Columbus ES	L	6	3
Muntindilaw ES	L	6	3
Nazarene Ville ES	L	6	3
Old Boso-boso ES	L	6	3
Pantay ES	L	6	3
San Luis ES	L	6	3
Sapinit ES	L	6	3
Tanza ES	L	6	3
Teofila Z. Rovero Memorial ES	L	6	3
Rizza ES	VL	7	4
Bagong Nayon I ES	H	8	5
Bagong Nayon II ES	H	8	5
Bagong Nayon IV ES	H	8	5
Cupang ES	H	8	5
Dela Paz ES	H	8	5
Isaias S. Tapaes ES	H	8	5
Jesus S. Cabarrus ES	H	8	5
Juan Sumulong ES	H	8	5
Lores ES	H	8	5
Mambugan I ES	H	8	5
Mayamot ES	H	8	5

Enclosure No. 3 to Unnumbered Memorandum 2018

**Division Checking of School Forms (SF) Team Composition**

District	Lead EPS	PSDS / CID Personnel	SGOD Focal	Members	
				Secondary	Elementary
District 1 – A	Reynaldo Andrade	Vivienne Martinez	Dr. Isabel Gonzales	Abegail Santos Celina Cezar Terry Mirana	Maybel Obula Osanna Raviz Rene Gullos Luningning Ceniza Precy Pantaleon
District 1-B	Dolores Agong	Luz Cayanong	Arlene Tayona	Darwin Bargo Noel Vasquez Ma. Teresa Tapaes	Palmarine de leon Ariene Ruzol Ferdinand Villafior Domingo Rodriguez Marilou Pardo
District 1-C	Priscilla Salo	Marilyn Zapanta	Albeno Delmonte Jr.	Carmelita Caldito Dr. Gina Buena Harlene Gacosta	Margie Namora Rovilee Sanpedro Cherryl Bajado Imelda Concepcion Marilyn Gatlabayan
District 1-D	Lito Palomar	Myrna Bautista	Phanny Ramos	Girli Nombres Cristina Arellano Jerome Hilario	Jean Sanjuan Precy Yim Ruth Maglaqui Aileen Pantaleon
District 2-A	Cristina Salazar	Marilou Lico	Dr. John Formoso	Andrea Engracio Samson Edillo Shiella Villamor	Harold Crisostomo Roger Ebanen Lydia Madriaga Antonio Padua
District 2-B	Bernadette Berber	Ranito Gallego	Flor Mendiola	Maricel Cruz Bernadette Songalia	Delio Pitpit Cherry-Ann Abadilla Marilyn Casamplong Efren Villaester
District 2-C	Melanie Burgonia	Dr. Nimrod Tupas	Myra Villareal	Dr. Philip Punzalan Avelina Gabayan Jhoanna Olivo	Jocelyn Ocson Mercy Parale Edgardo San Juan Roquito Ambay
District 2-D	Merlita Sayago	Jenny Casauay	Rizalvy Pineda	Christine Bajo Josephine Reynoso Francisco Muyana	Myia Ronquillo Midred Villamor Lina Coronado Marites Paloyo
District 2-F	Dr. Jonathan Domingo	Jocelyn Perez	Elaine Calacday	Irene Domingo Gabriel Ian Marcos Rufina Dula	Ruth Belmes Jocelyn Campos Flora Milan

Enclosure No. 4 to Unnumbered Memorandum 2018

**EXECUTIVE COMMITTEE:**

**Chairperson**

**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**Co-chairperson**

**DR. GLORIA ROQUE**  
OIC – Assistant Schools Division Superintendent

**DIVISION CHECKING COMMITTEE**  
(As per DepEd Order No. 11, s. 2018)

Committee	Name	Position	Terms of Reference
Chairman	Mr. Lito A. Palomar	OIC-Chief, CID	Refer to DepEd Order No. 11 s. 2018
Vice Chairmen	Mr. Anselmo Celeste Jr.	OIC – Chief, SGOD	
	Mrs. Vivienne Martinez	Public Schools District Supervisors	
	Ms. Marilou Lico		
	Ms. Luz Cayanong		
	Ms. Marilyn Zapanta		
	Mrs. Jocelyn Perez		
	Jenny Casauay		
	Dr. Nimrod Tupas		
Dr. Emily Concio			
Members	Mr. Reynaldo Andrade	Education Program Supervisors	
	Mrs. Dolores Agong		
	Mrs. Cristina Salazar		
	Mrs. Merlita Sayago		
	Mrs. Melanie Burgonia		
Mrs. Bernadette Berber	SEPS in Planning and Research		
Mrs. Priscilla Salo			
Dr. Arnel Buena			
Dr. Jonathan Domingo	Division Planning Officer III		
Mr. Alfonso Abogado			
	Mrs. Myra Villareal	Identified in Enclosure 3	
	Other Division Personnel		