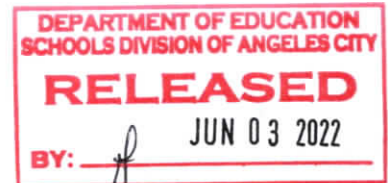




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



June 3, 2022

DIVISION MEMORANDUM

No. 207, s. 2022

CONDUCT OF DIVISION CHECKING OF FORMS

To: Assistant Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
Chief, School Governance and Operation Division
Elementary and Secondary School Heads

1. Pursuant to DepEd Memorandum No. 037, series of 2022, stipulating the Resumption of Implementation of the Policy on Checking of School Forms as prescribed in DepEd Order No. 11, series of 2018 (Guidelines on the Preparation and Checking of Forms, onsite physical checking of school forms of School Checking Committee and Division Checking Committee shall be done under Alert Level 1.

2. The composition of the School Checking Committee (SCC) and Division Checking Committee (DCC) is as follows:

School

Chair: School Head

Vice Chairs: ICT Coordinator/ School System Administrator for LIS/BEIS and Curriculum and Assessment

Schools Division Office

Chair- Chief of Curriculum Implementation Division (CID)

Vice Chairs: Chief of the School Governance and Operations Division (SGOD) and Public Schools District Supervisors (PSDS)

Members: Education Program Supervisors
SEPS for Planning and Research
Division Planning Officer
SEPS for School Management Monitoring and Evaluation
EPS II for School Management Monitoring and Evaluation

3. The School Checking Committee is expected to conduct a pre-checking activity involving the thorough review of all learner's records for all classes.

4. School Checking of Forms for priority grade levels (Kindergarten, Grades 6, 10 and 12) will be done on or before June 22, 2022, for Kindergarten and Grade 6. For Grades 10 and 12, it is scheduled on or before June 27, 2022. The SCC shall accomplish the School Forms Checking Report (SFCR1).



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5. The Schedule of Division Checking of Forms is as follows:
Kindergarten and Grade 6- June 23-24, 2022
Grades 10 and 12- June 28-29, 2022
6. Strict adherence to the implementing guidelines and directives on the conduct of work in government offices shall be implemented during the said activity. All DepEd personnel, teachers, school officials, and all concerned are required to adhere to protocols on social distancing and sanitation.
7. Attached are the following:
 - 7.1. Enclosure 1 (Schedule, Assigned Personnel and Venue)
 - 7.2. Enclosure 2 (School Size Sampling Guide)
8. Immediate dissemination and compliance with this Memorandum are earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memo No. 207, s. 2022

Schedule, Assigned Personnel and Venue

PRIORITY GRADEL LEVELS				
Kindergarten and Grade 6- June 23-24, 2022				
Grades 10 and 12- June 28-29, 2022				
Team 1 (Clusters 1 & 2)	Team 2 (Clusters 3 & 4)	Team 3 (Clusters 5 & 6)	Team 4 (Clusters 7 & 8)	Team 5 (Clusters 9 & 10)
Edgar Manabat PhD Ramil Dacanay Josephine Figueroa PhD	Elizabeth David Rochella David Rita Bundalian	Glenn Sarmiento Reynaldo Cabrera MAPEH Supervisor	Marilou Castro Maria Esperanza Malang PhD Edgardo Nunag	Maria Leonora Vinoya Gemima Estrabillo EdD Emily Samiento PhD
PSDSs Ana Merla Magtoto Cezar Hernandez	PSDSs Leonida Quinto PhD Anastacia Nimfa Aquino EdD	PSDSs Maria Tara Clemente Agnes Manabat EdD	PSDSs Ericson Cabrera Amelita Pineda	PSDSs Amando Yutuc PhD Walter Estabillo EdD
VENUE				VENUE
Angeles Elementary School				Learning and Development Conference Room



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LOWER GRADE LEVELS Date: July 18-22, 2022				
Team 1 (Clusters 1 & 2)	Team 2 (Clusters 3 & 4)	Team 3 (Clusters 5 & 6)	Team 4 (Clusters 7 & 8)	Team 5 (Clusters 9 & 10)
Edgar L. Manabat PhD Ramil Dacanay Josephine Figueroa PhD	Elizabeth David Rochella David Rita Bundalian	Glenn Sarmiento Reynaldo Cabrera MAPEH Supervisor	Marilou Castro Maria Esperanza Malang PhD Edgardo Nunag	Maria Leonora Vinoya Gemima Estrabillo EdD Emily Samiento PhD
PSDSs Ana Merla Magtoto Cezar Hernandez	PSDSs Leonida Quinto PhD Anastacia Nimfa Aquino EdD	PSDSs Maria Tara Clemente Agnes Manabat EdD	PSDSs Ericson Cabrera Amelita Pineda	PSDSs Amando Yutuc PhD Walter Estabillo EdD
VENUE				
Angeles Elementary School			Learning and Development Conference Room	



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Enclosure No. 2 to Division Memo No. 207, s. 2022

School Size Sampling Guide

Size of School* <i>Based on combined enrollment in the priority grade levels</i>	Priority Grade Levels		Other Grade Levels <i>Minimum No. of Classes</i>
	<i>Percentage</i>	<i>Estimated Minimum No. of Classes</i>	
Very Small (99 and below)	100%	all	2
Small (100 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1,000 and above)	5%	8	5

For grade levels with classes less than the required minimum number, no drawing of lots is necessary. All classes shall undergo checking of forms.



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