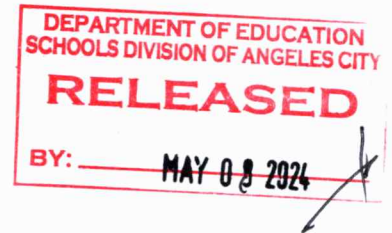




Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF ANGELES CITY



08 May 2024

**DIVISION MEMORANDUM**

No. 180 s. 2024

**CONDUCT OF DIVISION CHECKING OF FORMS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads of Elementary and Secondary/Integrated Schools

- This is to announce the conduct of the Division Checking of Forms on the following schedules and venue:

GRADE LEVELS	DATE	VENUE
Kindergarten, Grades 6, 10, and 12	May 21-22, 2024	Gabaldon Building
Other Grade Levels	May 23 & 24, 2024	

- 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

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

- The SCC shall accomplish the School Forms Checking Report (SFCR1) and have it submitted to the assigned Division Checking Committee during the scheduled division checking of forms.





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5. The List of Assigned SDO Officials and the School Size Sampling Guide are found in the enclosures.

5.1 Enclosure No. 1: List of Assigned SDO Officials for Priority Grade Levels

5.2 Enclosure No. 2: List of Assigned SDO Officials Other Grade Levels

5.3 Enclosure No. 3: School Size Sampling Guide

6. Immediate dissemination and compliance with this Memorandum is earnestly desired.

**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: DepEd Order No. 11, s. 2018  
To be indicated in the Perpetual Index  
under the following subjects:

FORMS

CES-CID /May 8, 2024





Republic of the Philippines  
**Department of Education**  
 REGION III  
 SCHOOLS DIVISION OF ANGELES CITY

Enclosure No. 1 to the Division Memorandum No. 180, s. 2024

**List of Assigned SDO Officials**

<b>PRIORITY GRADEL LEVELS</b> <b>Kindergarten and Grades 6, 10 and 12</b> <b>May 21-22, 2024</b>				
Team 1 (Districts 1 & 6)	Team 2 (Districts 4 & 8)	Team 3 (Districts 3 & 9)	Team 4 (Districts 2 & 7)	Team 5 (District 5)
Ramil D. Dacanay  Josephine G. Figueroa PhD  Ener G. Mariano	Elizabeth David  Aimee B. Berana, PhD  Hilda N. Garcia, PhD	Glenn P. Sarmiento  Reynaldo G. Cabrera  Jeannieffer R. David	Marilou Q. Castro  Ma. Esperanza S. Malang PhD  Edgardo S. Nunag	Alberto M. Otchengco, CESE  Gemima Estrabillo EdD  Ariel T. Perez
PSDSs  Leonida K. Quinto, PhD  Walter C. Estabillo, EdD	PSDSs  Agnes G. Manabat, EdD  Maria Tara D. Clemente, EdD	PSDSs  Ana Merla D. Magtoto  Cezar M. Hernandez	PSDSs  Ericson P. Cabrera  Amelita L. Pineda	PSDS  Anastacia Nimfa P. Aquino, EdD





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Enclosure No. 2 to the Division Memorandum No. 180, s. 2024

**List of Assigned SDO Officials**

<b>OTHER GRADEL LEVELS</b> <b>May 23 &amp; 24, 2024</b>				
Team 1 (Districts 1 & 6)	Team 2 (Districts 4 & 8)	Team 3 (Districts 3 & 9)	Team 4 (Districts 2 & 7)	Team 5 (District 5)
Ramil D. Dacanay	Elizabeth David	Glenn P. Sarmiento	Marilou Q. Castro	Alberto M. Otchengo, CESE
Josephine G. Figueroa PhD	Rochella C. David	Reynaldo G. Cabrera	Ma. Esperanza S. Malang PhD	Gemima Estrabillo EdD
Aimee B. Berana, PhD	Rita P. Bundalian	Jeannieffer R. David	Edgardo S. Nunag	Ariel T. Perez
PSDSs	PSDSs	PSDSs	PSDSs	PSDS
Leonida K. Quinto, PhD	Agnes G. Manabat, EdD	Ana Merla D. Magtoto	Ericson P. Cabrera	Anastacia Nimfa P. Aquino, EdD
Walter C. Estabillo, EdD	Maria Tara D. Clemente, EdD	Cezar M. Hernandez	Amelita L. Pineda	



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Enclosure No. 3 to the Division Memorandum No. 180, s. 2024

**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>
	Percentage	Estimated Minimum No. of Classes	
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.***