



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

16 June 2023

DIVISION MEMORANDUM

No. 200, s. 2023

PREPARATION AND CHECKING OF SCHOOL FORMS

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID, SGOD)
Education Program Supervisors
District Supervisors and District Incharge
All others concerned

1. In compliance with DepEd Order No. 11, s. 2023, entitled, "GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS," this office shall conduct a series of activities listed in the table below:

Date/Venue	Activity	Participants
June 20, 2023 <i>CID Office</i>	Re-orientation of DO # 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms)	Chiefs (CID, SGOD) 10 EPS 23 PSDS/DIC SEPS – PAR Division Planning Officer SEPS – HRD SEPS – SMME SEPS-SMANN
June 28-30, 2023 <i>Venue to be identified/district</i>	Checking of School Forms (KE, Grades 6, 10, 12)	Division Checking Committee (DCC)
July 5-7, 2023 <i>Venue to be identified/district</i>	Checking of School Forms (Grades 2-5, Grades 7-9)	Division Checking Committee (DCC)
August 4, 2023 <i>CID Office</i>	Consolidation and Submission of reports	Division Checking Committee (DCC)

2. It is expected that school forms have been quality assured in the school level prior to the scheduled checking by the DCC. Attached is the composition of the Division Checking Committee.
3. Expenses relative to the conduct of this activity shall be charged to the Division MOOE subject to the usual auditing and accounting rules and regulations.



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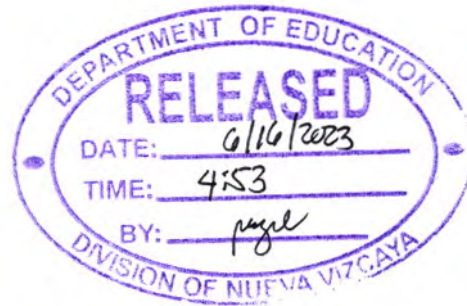
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4. For your information, guidance and strict compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

By the Authority of the Schools Division Superintendent

ATTY. JULIUS CAESAR G. DOMINGO
Legal Officer III



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COMPOSITION OF THE DIVISION CHECKING COMMITTEE
OF SCHOOL FORMS

Venue	DCC		
	DISTRICT HEAD	STEWARD/IN-CHARGE	Member
Bayombong I	Merlyn S. Abat	Roger S. Sebastian	Central Principal/One SH of the district
Bayombong II	Marivic C. Bacud		
Bagabag I	Mona Lisa A. Cabato	Nimfa Norie A. Aquino	
Bagabag II	Singasing G. Valdez		
Dupax Del Norte I	Josie L. Conde	Wilhelmina C. Castro	
Dupax Del Norte II	Alano C. Mendoza		
Solano II	Cesario C. Mariano	Dindo John H. Moreno	
Solano I	Imelda S. Moreno		
Aritao I	Arnel M. Batalla	Orlando D. Vicente	
Aritao II	Lina D. Pal ec		
Bambang I	Arnel A. Panganiban	Bermelita E. Guillermo	Central Principal/One SH of the district
Bambang II	Edward M. Santiago		
Sta. Fe	Irene B. Bosque	Ronnie B. Bibas	
Ambaguio	Carmelita L. Pale	Macrino A. Raymundo	
Villaverde	Loreto T. Alaman		
Kasibu West	Ma. Olivia M. Brazil	Hilda B. Aragon	
Kasibu East	Marlon V. Butay	Romeo Emmanuel B. Yarcia	Central Principal/One SH of the district
Western Kayapa	Onofre M. Molina	Concepcion D. Absalon	
Kayapa East	Allan A. Paclit		
Quezon	Ruby C. Gajo	Marrianna C. Eugenio	
Dupax del Sur	Eduardo M. Lejao	Nolimar Navarro	
Alfonso Castañeda	Jerry B. Lazaro	Rommel S. de Gracia	
Diadi	Lemuel P. Santos	Roscoe Gacusana	



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