



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

March 27, 2025

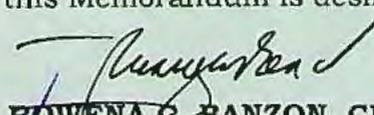
DIVISION MEMORANDUM

No. 49, s. 2025

**DIVISION CHECKING COMMITTEE (DCC) SY 2024-2025 FOR PUBLIC SCHOOLS
AND SCHEDULE OF CHECKING OF SCHOOL FORMS**

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public School District Supervisors
Public School Principals/SHs (Elem & Sec)
All others concerned

1. In accordance with DepEd Order No. 11, s. 2018, titled "Guidelines on the Preparation and Checking of School Forms," this Office hereby notifies all public schools regarding the structure of the Division Checking Committee (DCC) and its subcommittee (refer to Enclosure 1).
2. The Public Schools District Supervisors will serve as the Chair of checking the school forms in their district to ensure planning, scheduling, and adjustment if necessary, and timely submission of reports are achieved.
3. Select school personnel are deputized to be part of the DCC subcommittee to ensure that all school forms in all public schools will be checked.
4. School which are included in the list of the adjusted schedule to conduct the End of School Year (EOSY) will be checked from April 3-4, while other schools will be checked on April 10-11.
5. Participation in this activity must adhere to DepEd Order No. 9, s. 2025, which establishes measures to enhance engaged time-on-task and ensure compliance. Additionally, all participants are required to strictly follow other relevant DepEd rules and guidelines. (refer to Enclosure 2)
6. Immediate and widest dissemination of this Memorandum is desired.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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Enclosure 1:

Composition of Division Checking Committee (DepEd Order No. 11, s. 2018)

Chairperson : Maria Linda R. Ventenilla
Chief - CID
Vice Chair : Edilberto R. Abalos
Chief - SGOD
Member : Joann L. Jimenez
Planning Officer III
Isagani D. Rosarion
SEPS M&E

DCC Sub-Committee and Assigned District

Assigned District for Public Schools	
District 1 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: LEONARDA J. MANANSALA : School Head : LIS Coordinator : 1. Acela O Callejo : 2. Jennifer B. Paras : 3. Lilian D. Tandoc
District 2 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: REYMOND N. VILLARE : School Head : LIS Coordinator : 1. Ma. Imelda A. Infante : 2. Marisel M. Gatchalian : 3. Editha V. Luna : 4. Jennifer M. Pulido
District 3 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: ROWENA O. LAPAAN : School Head : LIS Coordinator : 1. Geraldine Rose B. Taron : 2. Teddy Benitez : 3. Jacqueline P. Gan



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Assigned District for Public Schools	
District 4 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: JANE T. CAJAYON : School Head : LIS Coordinator : 1. Nona Faye C. Bautista : 2. Mildred Castro : 3.
District 5 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: PERPETUA V. BARONGAN : School Head : LIS Coordinator : 1. Dean Daryl B. Cañete : 2. Ronillo A. Tandoc : 3. John Aquino
District 6 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: ALICIA B. QUIMBOY : School Head : LIS Coordinator : 1. Dhalia Arenos : 2. Marcrina Carbonell : 3. Rowena Doria
District 7 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: ISABELITA N. DAROYA : School Head : LIS Coordinator : 1. Carla Patricia J. Erfe : 2. Clariena Mencias : 3. Mary Miel Fortes
District 8 Chairperson Vice-Chairs 1. Curriculum & Assessment	: JAIME C. SIAPNO : School Head : LIS Coordinator



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Assigned District for Public Schools	
2. Enrollment Counts & Learner Profile Members	: 1. Eufemia Tomelden : 2. Maricar Esguerra : 3. Wennie Benitez
District 9 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: CHRISTINA AQUINO : School Head : LIS Coordinator : 1. Herbert Perez : 2. Denel Camara : 3. Allan de Vera : 4. Jane Ramirez : 5. Kristin Avigaile Ortiz : 6. Louie Ubando : 7. Freddie Manaois : 8. Sandra Dizon
District 10 Chairperson Vice-Chairs 1. Curriculum & Assessment 2. Enrollment Counts & Learner Profile Members	: EDWIN R. FERRER : School Head : LIS Coordinator : 1. Bernadette B. Castro : 2. Markconi F. Taroma : 3. Bernardita P. Azurin



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 Enclosure 2

I. Need to check:
 a. Moving Up/Graduates

Grade Level	Credentials	Consistency in SFs
Kindergarten	<ol style="list-style-type: none"> 1. Birth Certificate or its equivalent 2. LIS Generated SF1 3. LIS Generated SF5 4. SF4 5. SF10 6. Completion Certificate, Acceleration Certificate ECCD Checklist 	<p>The Omnibus Policy on Kindergarten (DO 47 s. 2017 should be strictly observed) which is</p> <ul style="list-style-type: none"> • The child should be 5 years old as of October 31, 2024 <p>LRN printed in Completion Certificate and ECCD Checklist should be consistent with LRN in SF1</p>
Grade 6, Grade 10 & Grade 12	<p>Other supporting Documents Class Record/Summary of Grades</p> <p>Note: Information in the SF1 is consistent with what is written in the Birth Certificate</p>	<p>The existing policies on promotion, retention and awarding of honors should be strictly observed.</p> <p>LRN printed in the Completion Certificate SF5 and SF10 - ES/JHS should be consistent with the LRN in SF1</p> <p>LRN printed in the Completion Certificate/Diploma, SF5A, SF5B and SF10-SHS should be consistent with the LRN in SF1.</p>

b. For entry Grade levels (Kinder, Grade 1, Grade 7) and learners who transferred in/moved in for other grade levels.

Grade Level	Supporting Documents
Kindergarten	Birth Certificate (5 years old as of October 31, 2024)
Grade 1	Birth Certificate, Completion Certificate & ECCD Checklist
Grade 7	Completion Certificate of SF10-ES
Grade 11	JHS Moving Up Certificate or SF10-JHS
Transferred in or Moved in to other Grade Levels	SF10, Birth Certificate
For DepEd Assessment Passers	PEPT/PVT Ratings or ALS A&E Certificate



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II. Kinder, Grade 1,6,7,10,11 and 12 shall be the priority grade levels for checking. Thus more sections in these grade levels shall be subjected to the checking of forms by school.

Below is the School Size Sample guide:

Size of School	Percentage	Estimated Maximum Number of Classes	Other Grade Levels Maximum of Number of Classes	Remarks
Very Small (99 % below)	100%	All	2	All classes of the priority Grade Levels
Small (100-299)	50%	4	2	<ul style="list-style-type: none"> The minimum number of classes of the priority grade levels shall be determined through drawing of lots For Grade Levels, the classes shall also determine through drawing of lots as proportioned For Grade Levels with classes less that required minimum number of classes, all classes will undergo checking of forms
Medium (300-499)	30%	5	2	
Large (500-799)	20%	6	3	
Very Large (800-999)	10%	7	4	
Huge (1000 & above)	5%	8	5	
The Parameters used for this school classification is the combined enrolment of Kinder, Grade 1 to 6 for Elem. For JHS, it is combined enrolment of Grade 7-10, For SHS it is combined enrolment of Grade 11&12				

III. Signatories must be indicated on School Form 5 for the SY 2024-2025.

Prepared by	:	Class Adviser
Certified Correct & Submitted by	:	School Head
Reviewed by	:	1. } 2. } - SCC Members 3. }
Generated thru LIS	:	LIS Coordinator
Verified by	:	Public School District Supervisor
Noted by	:	MARIA LINDA R. VENTENILLA Chief - SGOD



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