



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

18 March 2026

DIVISION MEMORANDUM

No. 151, s. 2026

SCHOOL YEAR 2025-2026 CHECKING OF SCHOOL FORMS

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Relative to DepEd Order No. 11 s. 2018, please be informed of the conduct and schedule of SY 2025-2026 school and division checking of forms.

GRADE LEVEL/S	School Level Checking of School Forms	Division Level Checking of School Forms
Kinder – Grade 12	March 23, 2026	March 24-25, 2026

2. The composition of Division Checking Committee, Checking Team per sub-office, assigned division representatives and monitoring schedule are indicated in the attached Enclosures.

3. Division and school personnel involved in this activity shall be guided by the terms of reference as stipulated in DepEd Order No. 11 s. 2018.

4. Public Schools District Supervisors are advised to take lead in organizing the checking teams and shall determine the venue for the division level checking in the respective sub-offices. Chosen venue shall be communicated to the assigned division representatives.

5. The number of checking teams may vary based on the number of schools per sub-office.

6. Division representatives shall monitor the conduct of the Division Checking of School Forms and shall provide necessary technical assistance.

7. This memorandum shall serve as Travel Order of the participants.

8. Traveling and other allowable expenses of the division representative/monitors



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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shall be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.

9. For queries and clarifications, feel free to contact and send email to sdobatangas.cid@deped.gov.ph or sdobatangas.planning@deped.gov.ph.

10. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent *dmr*

Enc. As Stated

Reference: DepEd Order No. 11 s. 2018

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

DMN/ SCHOOL YEAR 2025-2026 CHECKING OF SCHOOL FORMS/R2-150302/03-18-2026



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Enclosure 1

COMPOSITION OF DIVISION CHECKING COMMITTEE

Chairperson: David M. Nuay
Chief Education Program Supervisor, CID

Vice Chairperson: Mario B. Maramot
OIC - Chief Education Program Supervisor, SGOD
Public Schools District Supervisor

Members:

Curriculum Implementation Division

Ma. Leticia Jose Basilan
Rosalinda A. Mendoza
Alfred James Ellar
Mercy R. Villanueva
Miguel B. Ularde
Elizabeth R. Tolentino
Macaria Carina C. Carandang
Jimmy J. Morillo
Loreta V. Ila
Nenita Adame
Emerson Dalangin
Elizalde L. Piol

Schools Governance and Operations Division

Marian L. Arias
Anabel E. Magalona
Cora V. Samson
Evelyn C. De Sagun
Rosemarie A. Encarnacion
Aris U. Dimaano
Leoncia B. Maramot
Jessa S. Guerra
Noah P. Duque
James Angelo T. Ano
Sarah Jane B. Magnaye
Kimberly Corollo



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Enclosure 2

**SCHOOL YEAR 2025-2026 CHECKING OF SCHOOL FORMS
 SCHEDULE AND ASSIGNED DIVISION REPRESENTATIVES / MONITORS**

DIVISION REPRESENTATIVE		Date of Division Checking of Forms	
CID	SGOD	March 24, 2026	March 25, 2026
David M. Nuay	Jessa Guerra	Rosario West	Rosario East
Ma. Leticia Jose Basilan	Rosemarie A. Encarnacion	Tingloy	Agoncillo
Rosalinda A. Mendoza	Leoncia B. Maramot	Sta. Teresita Alitagtag	Padre Garcia
Elizabeth R. Tolentino	Cora V. Samson	Nasugbu East Nasugbu West	Cuenca
Loreta V. Ila	Kimberly Corollo	San Pascual	Malvar
Macaria Carina C. Carandang	Evelyn C. De Sagun	Balayan East Balayan West	Lemery
Emerson Dalangin	Anabel E. Magalona	Mabini	San Juan East
Alfred James Ellar	James Angelo T. Ano	San Luis	Ibaan San Jose
Miguel B. Ularte	Noah P. Duque	Laurel	Lian Tuy
Jimmy J. Morillo	Sarah Jane B. Magnaye	Calatagan	San Nicolas Taal
Mercy R. Villanueva	Mario B. Maramot	Bauan East Bauan West	Talisay
Elizalde L. Piol	Aris U. Dimaano	Lobo	Taysan
Nenita A. Adame	Marian L. Arias	Mataasnahoy Balete	San Juan West

COMPOSITION OF CHECKING TEAMS PER SUB-OFFICE (5 per Team)

- 1 Learner Information System (LIS) Coordinator
- 2 School Heads – in charge of CID concerns
- 1 School Head – in charge of SGOD concerns
- 1 School Head – in charge of Certificates/ Awards



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