



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

DepEd - Division of Batangas RECORDS SECTION	
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June 7, 2022

DIVISION MEMORANDUM
No. 169, s. 2022

SCHOOL YEAR 2021-2022 CHECKING OF SCHOOL FORMS

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

1. Relative to DepEd Memorandum No. 37 s. 2022 re: Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11 s. 2018, please be informed of the conduct of SY 2021-2022 Division Checking of Forms for Kindergarten, Grade 6, Grade 10 and Grade 12 on July 1, 2022 to be held at the venue to be determined by the Public Schools District Supervisor.
2. To ensure the quality and consistency of learner information, the school level checking of forms shall be conducted on June 29, 2022.
3. All personnel involved in this activity shall be guided by the terms of reference as stipulated in DepEd Memorandum No. 37. s. 2022, DepEd Memorandum No. 14 s. 2021 and DepEd Order No. 11 s. 2018. Forms to be checked are SF1, SF2, SF3, SF4, SF8 and SF9 based on DM 14 s.2021.
4. The number of checking teams may vary based on the number of schools per district.
5. Public Schools District Supervisors are advised to take lead in organizing the checking teams in the respective districts.
6. The composition of the Division Checking Committee, Checking Team per district, signatories of SFCR and other school forms and Number of School Days are indicated in the attached Enclosure.

DEPEDBATS-ODS-F-009/R1/11-22-2021

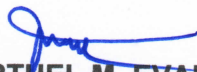
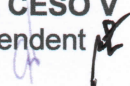


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7. Each district is required to submit one (1) copy of SFCR1 with randomly selected classes, SFCR2 and Compliance Monitoring Report (Section 4.b of DM 37 s. 2022) to the DCC a week after the schedule of checking. Likewise, all schools shall submit SF4, SF5 and SF6 only.
8. Expenses relative to the conduct of this activity shall be charged against school MOOE or other local funds subject to usual accounting and auditing rules and regulations.
9. Immediate dissemination and compliance of this memorandum is earnestly desired.


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent 

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COMPOSITION OF THE DIVISION CHECKING COMMITTEE

Chairperson: Mario B. Maramot
EPS I / OIC – CES, CID

Vice Chairperson: Marian L. Arias
EPS I / OIC – CES, SGOD
Public Schools District Supervisor assigned to the District

Jimmy J. Morillo
Education Program Supervisor

Rodrigo S. Castillo
SEPS – Planning and Research

Aris U. Dimaano
Planning Officer III

COMPOSITION OF CHECKING TEAMS IN THE DISTRICT (5 per team)

1 Learners Information System (LIS) Coordinator
2 (Principal/s/Head Teacher/Master Teacher) – in charge of CID Concerns
1 (Principal/Head Teacher/Master Teacher) – in charge of SGOD Concerns
1 (Principal/Head Teacher/Master Teacher) – in charge of Certificates/Awards

SIGNATORIES TO DIFFERENT FORMS

SFCR 1

Type of Checking Committee: SCC (All Schools)

Chair – School Head
Vice Chair – School LIS Coordinator
Members: MT/HT/Key Teachers/Grade Level Chairperson
Conforme – School Head

Type of Checking Committee: DCC (Randomly Selected Classes)

Chair – CID Chief
Vice Chairs – District Supervisor
Members: District LIS Coordinator, School Heads assigned
Conforme – School Head

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SFCR 2

Chair – CID Chief

Vice Chair – Marian L. Arias, Public Schools District Supervisor

Members - Aris U. Dimaano, Rodrigo S. Castillo, Jimmy J. Morillo

Verified by: PSDS

Date Completed: Date of Division Checking

SFCR 3

Chair - Mario B. Maramot

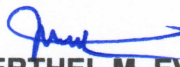

Vice Chair – Marian L. Arias

Members: Aris U. Dimaano, Rodrigo S. Castillo, Jimmy J. Morillo

Number of School Days SY 2021-2022

Month	No. of Days
September	16
October	26
November	23
December	15
January	24
February	21
March	27
April	22
May	14
June	21
Total	209

APPROVED:


MERTHEL M. EVARDOME, CESO V
Schools Division Superintendent 

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