



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 1, 2023

**DIVISION MEMORANDUM**

No. 169, s. 2023

**SCHOOL YEAR 2022-2023 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 Order No. 11 s. 2018, please be informed of the conduct and schedule of SY 2022-2023 school and division checking of School Forms for public and private schools following the school calendar per DepEd Order No. 034 s. 2022.

Grade Level/s	Fourth Quarter Examination Schedule	School Level Checking	Division Level Checking
Kindergarten, Grade 6, Grade 10 and Grade 12	June 22-23, 2023	June 27-28, 2023	June 29-30, 2023
Grade 1-5, Grade 7-9, Grade 11	June 29-30, 2023	July 4-5, 2023	July 6-7, 2023

2. The composition of the Division Checking Committee, Checking Team per district, assigned division representatives and monitoring schedule are indicated in the attached Enclosures.
3. All 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. The number of checking teams may vary based on the number of schools per sub-office.

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



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
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5. Public Schools District Supervisors are advised to take lead in organizing the checking teams and shall determine the venue for the Division Checking of School Forms in the respective sub-offices.
6. Traveling expenses relative to the monitoring of this activity shall be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination and compliance with this memorandum is earnestly desired.

  
**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

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**COMPOSITION OF THE DIVISION CHECKING COMMITTEE**

Chairperson: David M. Nuay  
Chief Education Supervisor, CID

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

Members: Public Schools District Supervisor assigned to the Sub-Office

Macaria Carina C. Carandang  
Education Program Supervisor

Rodrigo S. Castillo  
SEPS – Planning and Research

Aris U. Dimaano  
Planning Officer III

Assigned Division Representatives

**COMPOSITION OF CHECKING TEAMS PER SUB-OFFICE (5 members per team)**

1 Learners Information System (LIS) Coordinator  
2 School Head – 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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**SY 2022-2023 DIVISION CHECKING OF FORMS**

**SCHEDULE AND ASSIGNED DIVISION REPRESENTATIVES/ MONITORS CUM TRAVEL ORDER**

<b>Division Representatives</b>		June 29, 2023	June 30, 2023
CID	SGOD		
David M. Nuay	Anabel A. Magalona	Rosario East Rosario West	Taysan
Maria Leticia Jose Basilan	Dra. Khareen Cadano	Calaca	Mabini
Macaria Carina C. Carandang	Evelyn C. De Sagun	Balayan East Balayan West	Laurel
Loreta V. Ila	Cora V. Samson	San Jose Ibaan	San Pascual
Elizabeth R. Tolentino	James Angelo T. Ano	Tuy	Lian
Marites Q. Balba	Engr. John Albert Tiquis	Malvar	Talisay
Miguel B. Ularte	Sarah Jane B. Magnaye	Calatagan	Taal
Rolando S. Casanova	Mercy Villanueva	Lemery	Agoncillo San Nicolas
Jimmy J. Morillo	Mario B. Maramot	San Luis	Cuenca
Rosalinda A. Mendoza	Leoncia B. Maramot	Sta. Teresita Alitagtag	Padre Garcia
Emerson Dalangin	Rodrigo S. Castillo	Bauan East Bauan West	Tingloy
Rosemarie A. Encarnacion	Aris U. Dimaano	Nasugbu East	Nasugbu West
Elizalde Piol	Ramil Ginete	Mataasnakahoy Balete	Lobo
Anselma M. Ebero	Marian L. Arias	San Juan East	San Juan West

APPROVED:

**MARITES A. IBAÑEZ, CESO V**  
Schools Division Superintendent

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