



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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April 30, 2024

**DIVISION MEMORANDUM**

No. 204, s. 2024

**SCHOOL YEAR 2023-2024 CHECKING OF SCHOOL FORMS**

**TO:** Assistant Schools Division Superintendents  
 Chief- Curriculum Implementation Division (CID)  
 Chief - Schools 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 2023-2024 school and division checking of forms for public and private schools following the amended school calendar and activities for SY 2023-2024 per DepEd Order No. 3, s. 2024.

GRADE LEVEL/s	Fourth Quarter Examination Schedule	Preparation of School Forms	School Level Checking of School Forms	Division Level Checking of School Forms
Kinder - Grade 12	May 16 - 17, 2024	May 20, 2024	May 21, 2024	May 22-23, 2024

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



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6. Division representatives shall monitor the conduct of the Division checking of school forms and shall provide necessary technical assistance as deemed necessary.
7. As a preparatory activity, there will be an online orientation on May 9, 2024, 8:30am - 12nn via MS Teams. Expected participants to attend are Division Checking Committee/Representatives, Public Schools District Supervisors and all public and private school heads. Meeting link will be provided to the PSDS a day before the scheduled orientation.
8. This memorandum shall serve as Travel Order of the division representatives/monitors.
9. Traveling and other allowable expenses of the division representative / monitors shall be charge against Division MOOE funds subject to usual accounting and auditing rules and regulations.
10. Immediate dissemination and compliance with this memorandum are earnestly desired.

  
**MARITES A. IBANEZ, 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

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 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 2023-2024 DIVISION CHECKING OF SCHOOL FORMS**  
**SCHEDULE AND ASSIGNED DIVISION REPRESENTATIVES / MONITORS**

DIVISION REPRESENTATIVES			
CID	SGOD	May 22, 2024	May 23, 2024
Emerson Dalangin	Mario B. Maramot	San Juan East San Juan West	San Luis
Brenda Gregorio	Marian L. Arias	Ibaan San Jose	Lobo
Rosemarie A. Encarnacion	Aris U. Dimaano	Lian Calatagan	San Nicolas Agoncillo
Elizabeth R. Tolentino	Rodrigo S. Castillo	Calaca Balayan East	Mataasnakahoy Cuenca
David M. Nuay	Anabel E. Magalona	Rosario East Rosario West	Tingloy
Rolando S. Casanova	Dra. Khareen Cadano	Balayan West Tuy	Talisay Laurel
Rosalinda A. Mendoza	Sarah Jane B. Magnaye	Padre Garcia Taysan	Bauan East Bauan West
Michael B. Ularte	Maybe M. Bueno	Nasugbu East Nasugbu West	Alitagtag Sta. Teresita
Loreta V. Ilaos	Noah P. Duque	Lemery Taal	Mabini
Mercy Villanueva	Engr. John Albert L. Tiquis	San Pascual	Malvar Baletc



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