



*Republic of the Philippines*  
*Department of Education*

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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June 13, 2022

**DIVISION MEMORANDUM**

No. 186 s. 2022

**SCHEDULE OF THE CHECKING OF SCHOOL FORMS AND  
COMPOSITION OF SCHOOL AND DIVISION CHECKING COMMITTEES**

TO: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
District Heads, School Heads in Public Schools  
All others concerned

1. Relative to DepEd Memorandum 037, s. 2022 re: Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms), this Office sets the schedule of the checking of school forms and the composition of the school and division checking committees.
2. The schedule of the checking of forms in the school level is set on June 16-17, 20-21, 2022 following the composition of the School Checking Committee (SCC):  
School Head – Chair  
School LIS/ICT Coordinator – Vice Chair  
Grade Level Coordinator/Department Head - Vice Chair  
School M&E Coordinator – Member  
Class Adviser – Member  
Guidance Counselor/Advocate – Member (if 3 or more sections)
3. Whereas, the schedule of the checking of forms in the division level is set on June 22-24, 2022 following the composition of the Division Checking Committee (DCC):  
Chief, CID – Chair  
Chief, SGOD – Vice Chair  
PSDS/PIC – Vice Chair (respective district)  
EPS (CID) – Member (respective adopted districts)  
SEPS for Planning & Research/Division Planning Officer – Member  
School Head – Member



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Class Adviser - Member

4. The PSDS/PIC as the Vice Chair with the supervision of the EPS-district adopter may opt to choose the venue of the division level checking in conformity with its members.
5. The roles and functions of the SCC and DCC are provided in the attached guidelines in DepEd Order 11, s. 2018.
6. Expenses incurred relative to this activity are chargeable against school/Division MOOE subject to usual budgeting and accounting rules and regulations.
7. This Memorandum shall serve as the Travel Order of the participants.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**LANI H. CERVANTES, CESO VI**  
OIC, Schools Division Superintendent



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