



March 12, 2018

**DIVISION MEMORANDUM**

No. 39 s. 2017

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary Schools Heads  
All Others Concerned

**DIVISION CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR 2017-2018**

1. This Office announces the conduct of the Division Checking of School Forms of Kindergarten, Grades 6, 10 and 12 for the School Year 2017-2018 which shall be held on the following dates:  
  
March 19, 2018 - District 1 & 2  
March 20, 2018 - District 3 & 4  
March 21, 2018 - District 5 & 6  
March 22, 2018 - District 7 & 8  
March 23, 2018 - District 9 & 10
2. Checking of School Forms for Grades 1-5 shall be held on April 10-13, 2018 and for Grades 7-9 & 11 on April 16-20, 2018.
3. Enclosure no. 1 identifies the Division Checking Committee who are expected to strictly adhere to the provisions stipulated in Deped issuances relative to the computation of grades, guidelines on awards and recognition and preparation of school forms.
4. Education Program Supervisors, Public School District Supervisors, Senior Program Specialist (Planning), Planning Officer III, School Registrars/Teacher in Charge of School Forms and LIS School Coordinators are directed to attend the Orientation meeting on March 13, 2018 (1:30 PM) at San Jose del Monte Central School.
5. For information and wide dissemination.

**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

DIVISION CHECKING COMMITTEE

Chair : Dr. Rolando T. Sotelo  
*Chief Education Supervisor – CID*

Vice Chair: *Public School District Supervisor in Charge of the Dist.*

Members : Renato L. Ignacio  
*Senior Education Program Supervisor – Planning*

Ma. Feliza C. Camino  
*Planning Officer III*

Arthur F. Francisco  
*Information Technology Officer*

Ma. Corazon P. Loja  
*Education Program Supervisor*

Esperanza D. Española  
*Education Program Supervisor*

Emmanuel V. De Mesa  
*Education Program Supervisor*

Ruby M. Cagadas  
*Education Program Supervisor*

Leny B. De Los Reyes  
*Education Program Supervisor*

Amelita P. Campo  
*Education Program Supervisor*