



April 27, 2018

DIVISION MEMORANDUM

No. 62 s. 2018

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

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

1. This Office announces the conduct of the Division Checking of School Forms of Kindergarten, Grades 1, 6, 7, 10 and 12 of all Private Schools for the school year 2017-2018 at the Division Library Hub which shall be held on the following dates:
 - May 7, 2018 - Cluster 1 & 2
 - May 8, 2018 - Cluster 3 & 4
 - May 9, 2018 - Cluster 5 & 6
 - May 10, 2018 - Cluster 7 & 8
 - May 11, 2018 - Cluster 9 & 10
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.
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 Schools District Supervisor in Charge of the Cluster*

Members : 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 A. Campo
Education Program Supervisor

Esperanza Diaz Cruz
Education Program Supervisors

Marlon P. Daclis
Education Program Supervisor

Ma. Cristina H. Nogoy
Education Program Supervisor

Senen B. Jane
Education Program Supervisor

Renato L. Ignacio
Senior Education Program Specialist – Planning

Ma. Felisa C. Camino
Planning Officer III

Arthur F. Francisco
Information Technology Officer

Robesa R. Hilario
Education Program Specialist (M&E)

All Other Public Schools District Supervisors