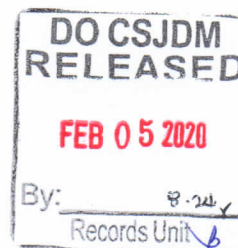




February 4, 2020

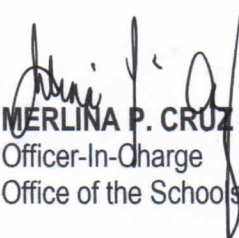
SCHOOLS DIVISION MEMORANDUM
 No. 048. 2020

To: Chief Education Supervisors
 Public Elementary and Secondary Schools Heads
 All Others Concerned



SCHOOLS DIVISION CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR 2019-2020

1. This Office announces the conduct of the Schools Division Checking of School Forms of Kindergarten, Grades 6, 10 and 12 for the School Year 2019-2020 which shall be held in all Districts on the following dates:
 - March 10-11, 2020 - Kindergarten
 - March 12-13, 2020 - Grade 6
 - March 17-18, 2020 - Grade 10
 - March 19-20, 2020 - Grade 12
2. Checking of School Forms for Grades 1-5 shall be held on March 23-24, 2020 and for Grades 7-9 & 11 on March 25-27, 2020.
3. Enclosure no. 1 identifies the Schools 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. Orientation meeting of the Schools Division Committee, School Heads, School Registrar or LIS Coordinators shall be held on February 21, 2020 (8:30 am) for Elementary Schools and (1:00 pm) for Secondary Schools at Sapang Palay National High School Multi-Purpose Cooperative Building, City San Jose del Monte.
5. For information and wide dissemination.


MERLINA P. CRUZ PhD, CESO VI
 Officer-In-Charge
 Office of the Schools Division Superintendent

cid/ces/its
 cn-2020-01-09





Enclosure no.1 to Schools Division Memorandum No___s. 2020

SCHOOLS DIVISION CHECKING COMMITTEE

Chair : Rolando T. Sotelo, DEM
Chief Education Supervisor – CID

Vice Chair: Esperanza D. Cruz
Chief Education Supervisor-SGOD

Public Schools District Supervisors in Charge of the District

Members :

Ma. Corazon P. Loja
Education Program Supervisor

Marlon P. Daclis
Education Program Supervisor

Esperanza D. Española
Education Program Supervisor

Emmanuel V. De Mesa
Education Program Supervisor

Ruby M. Cagadas, Ed.D
Education Program Supervisor

Leny B. De Los Reyes
Education Program Supervisor

Senen B. Jane
Education Program Supervisor

Amelita P. Campo
Education Program Supervisor

Maria Cristina H. Nogoy PhD.
Education Program Supervisor

Annalyn L. German EdD
Education Program Supervisor

Renato L. Ignacio
Senior Education Program Specialist – Research

Ma. Feliza C. Camino
Planning Officer III

Arthur F. Francisco
Information Technology Officer

