

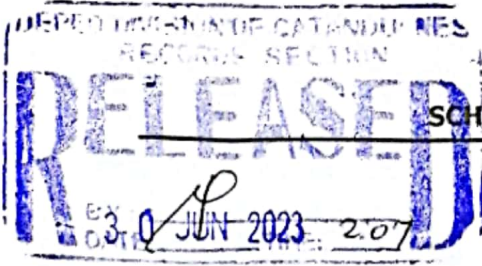


Republic of the Philippines

Department of Education

Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



June 29, 2023

**DIVISION MEMORANDUM**

DM No. 15 s. 2023

**COMPOSITION OF THE DIVISION CHECKING COMMITTEE (DCC)**

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

1. In reference to DepEd Order No. 11, s. 2018 titled “Guidelines on the Preparation and Checking of School Forms” and DepEd Memorandum No. 037, s. 2022 titled “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 creates a Division Checking Committee (DCC) to facilitate the timely, consistent, and quality checking of school forms with the following composition:

- Chair: Chief of Education Implementation Division (CID)
- Vice Chairs: Chief of School Governance and Operations Division (SGOD) and  
Public Schools District Supervisor
- Members: Education Program Supervisors (CID) to be identified by the Chair  
Senior Education Program Specialist for Planning and Research  
Division Planning Officer  
Other Division or School Personnel to be identified by the Chair and  
Vice Chair

The PSDS can be appointed as vice chair only to his/her assigned School District. There is no need for an additional vice chair if the district is not being supervised by a PSDS.





Republic of the Philippines  
**Department of Education**

Region V - Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

The CID and SGOD may deputize school personnel as representatives to cover all schools in their Division within the given schedule.

2. **Roles and Functions of the DCC**

The CID shall focus on the areas of enrollment eligibility and assessment which include promotion/retention or acceleration to ensure that the most recent policies are strictly observed.

The SGOD shall validate the enrollment count, number of school leavers (dropped out), number of learners who transferred in/out, were promoted/retained and other enrolment-related indicators. The SGOD shall also conduct spot checks or head counts of learners vis-à-vis the SF1 and SF5 as necessary. The Division System Administrator, who may be the Planning Officer or the Senior Education Program Specialist for Planning and Research, shall validate the presented SF1 and SF5 with the actual online records of the school in the LIS.

There will be **no checking of forms at the District Level**. But if the District has a PSDS, he/she shall provide technical assistance to all school within his/her jurisdiction without duplication the checking activity at the School Level. Because of the familiarity of the PSDS with the area, the PSDS shall be assigned as provisional Vice Chair of the DCC in this/her place of assignment to provide general information about the schools and coordinate the activity with the school heads.

3. For information, guidance, and strict compliance.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

LEARNERS	POLICY
DATA	SCHOOLS
FORMS	

