



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

May 25, 2023

DIVISION MEMORANDUM
No. **252**, s. 2023

ONSITE DIVISION CHECKING OF SCHOOL FORMS

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

1. Pursuant to DepEd Memorandum No. 37, s. 2022 entitled Resumption of Implementation of the Policy on Checking of School Forms as Prescribed by DepEd Order No. 11, s. 2018 (Guidelines on the Preparation and Checking of School Forms), paragraph 5, this Office announces the Onsite Division Checking of School Forms on the following priority grades, dates, and venues.

Priority Grades	Date	Venue
Kinder, Grades 6	July 3-7, 2023	North Sector- Porac ES East Sector- Sto. Rosario ES West Sector- Betis ES South Sector-San Matias ES
Grades 2, 3, 4, 5	July 17-21, 2023	North Sector- Mitla ES East Sector- Sto. Rosario ES West Sector- Guagua ES South Sector-San Matias ES
Grades 10 & 12 Grades 7,8,9 & 11	July 3-7, 2023 July 24-28, 2023	Cluster 1- Andres Luciano HS (Magalang) Cluster 2- Pulong Santol HS (Porac) Cluster 3-San Roque Dau HS (Lubao) Cluster 4- San Juan HS (Mexico) Cluster 5- San Luis NHS (San Luis) Cluster 6- Sto. Rosario NHS (Minalin) Cluster 7- Macabebe HS (Macabebe)



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
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2. The activity aims to:
 - 2.1 provide a reliable assurance mechanism of learner information;
 - 2.2 ensure the quality and timeliness of school reports; and
 - 2.3 reduce the resources spent for clerical and records management.
3. As stipulated in Procedures A 1.1, the division may deputize school personnel as representatives to cover all schools in their division within the given schedule. Thus, Enclosure No. 1 articulates the SDO officials and additional members of the Division Checking Committee to assist in the checking of school forms.
4. Moreover, school heads are directed to convene the members of the School Checking Committee and to inform class advisers on the checking of school forms prior to the slated dates of the division. All advisers' school forms shall be checked at the school level, whereas only representative samples through drawing of lots shall be checked by the Division Checking Committee (DCC) based on Table 3 (School Size Sampling Guide) of the DepEd Order No. 11, s. 2018 on the above- mentioned dates and venues.
5. Advisers are reminded to print system generated SFs to make them final and official and commercialized electronic school forms shall not be recognized and accepted.
6. School Heads are also requested to prepare the School Forms Checking Report (SFCR1), so the DCC can reflect immediately the classes that they reviewed, and the percentage/s of the correctness and accuracy of the reports.
7. It is requested that the vice chair at the district/cluster (PSDS) shall prepare a narrative report of the findings observed in all schools supported by the figures/statistics recorded in the SFCR1. Attention is directed to No. 4 Summary of Findings and Recommendations, page 12 of the said DepEd Order.
8. Expenses in the conduct of the activity shall be charged against the Division Maintenance and Other Operating Expenses (MOOE). Likewise, travel expenses of the teachers shall be charged from School MOOE or other school local funds subject to the usual accounting and auditing rules and regulations.

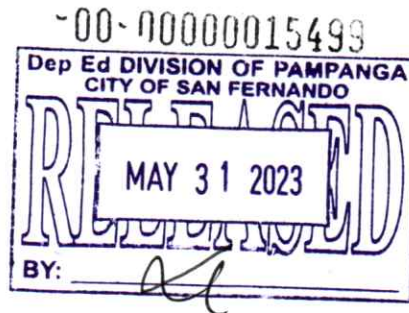




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9. DCC extension members are entitled to five-day service credits as stipulated in the D.O. 53, s. 2003- Updated Guidelines on Grant of Vacation Service Credits to Teachers.
10. This Memorandum shall serve as the Travel Authority of SDO Officials, members of the Division Checking Committee, and teacher-advisers.
11. Wide dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent
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Enclosure No. 1 to Division Memorandum No. ____, s. 2023

DIVISION CHECKING COMMITTEE

Elementary Level: July 3-7, 2023 (Kinder, Grade 6)
July 17-21, 2023 (Grades 1, 2,3, 4 & 5)

North Sector	Name
SDO Officials	Ruel Bondoc Exequiel Pangilinan Delapaz T. Waje Marites Mallari Philip Paulino Maria Rita S. Alipio Nenita G. Salas Emily R. Maninang Randy Batac Abelardo Garcia Robin D. Perez
Arayat East	Jeanie L. Buan Alalie L. Gonzales Alma Alicuman Nancy R. Galang Rose Ann M. Anicete Ryan A. Buan
Arayat West	Minette S. Morales Lita S. Salac Doris M. Mariano Rosalie B. Apostol Violeta M. Gamboa Arlene May S. Mariano Levita C. Manalus
Bacolor North	Jay R. Miranda Roselyn C. David Raiza O. Lopez Eireen D. Malang Carolina B. Laxamana Marie Chona D. Calma Perlita B. Marimla
Bacolor South	Lea J. Aguilar Antonia S. Catacutan Angel P. Pineda Celeste Fara S. Serrano





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	Joy C. Clave Aida L. Mendoza Amelia I. Mendoza
Magalang North	Janet G. Alvendia Dennis Guevarra Angelita N. Cudia Haizaleen R. Lumawig Michelle Hipolito Laarni G. Ingal Ma. Corazon D. Asuncion
Magalang South	Jesusa F. Dizon Sherwin M. Ramos Maricel M. Lagman Mavylyn B. Catacutan Arleen G. Felix Analiza T. Reyes Rolando D. Mendiola
Porac East	Grace R. Lopez Analyn D. Maglaqui Cristina P. Calma John Joseph L. Puno Juvy R. Garcia Liza D. Buan Arline P. Ronquillo
Porac West	Lourdes G. Isip Carlota G. Chantengco Alexia C. Delfin Remedios Valencia Imelda Lacandola Vilma P. Muli Lucia V. Magbag

East Sector	Name
SDO Officials	Celia R. Lacanlale PhD Bernadette V. Lerit PhD Edna L. Severo PhD Donfermin M. Mercado Edna L. Pineda Irene C. Lulu Anna Liza I. Pineda Madilyn V. Ayson EdD Constancio L. Rodriquez Carmen Rivera
Master Teachers	Loida C. Pinlac Jennifer P. Viray M. Theresa V. Reyes





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	Cora D. Roque Betsheba P Sison Liza L. Narciso Analiza Valencia Marita M. Vital Marites D. Cayanan Remedios Mananquil Agnes V. Guevarra Thelma T. Balatbat Lorna D. Pangilinan Arwin M. Santos Analyn G. David Edwin Ortega Dayana Tolentino Judith Mouella Mendiola Albert Balatbat Mylene Ignacio Janet M. Gomez Marissa M. Meneses Normita R. Ocampo Jay B. Fabian Maribel C. Bondoc
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West Sector	Name
SDO Officials	Arceli S. Lopez, PhD Jane P. Valencia EdD Eloida Labrador Ignacia Quiroz Lolita Molano PhD Gloria M. Pineda EdD Bernabeth B. Manio Bernabeth C. Tiongco PhD Emyleen C. Samonte EdD Cleotilde B. Alvarado PhD Raquel R. Yuzon EdD
Sasmuan	Baby Cynthia S. Tungul Maricel M. Tagarro Norma Lingad Joy S. Sayco Luzviminda A. Turban
GUAGUA WEST	Laisa S. Serrano Leila C. Pecson Leila B. Alipio Teresa M. Ticsay





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Guagua East	Elizer Ramirez Chit G. Angeles Lourdes S. Sibug Adelaida B. Pecson Catherine L. Lerit Virginia Ilegado
Floridablanca West	Janeth Joyel Evelyn Lalas Rodelia Fornelia Melanie Reyes Roland Suarez
Floridablanca East	Gloria Y. Vitug Felix C. Ronquillo Jennifer L. Pring Edflor I. Castro Ryan L. Turla
Sta. Rita	Valentino S. Calo Jose Joel S. Pallasigui Nelia C. Calvez Joel C. Dela Cruz Evelyn V. David
Lubao East	Barbara V. Sadsad Angela L. Salenga Besilda Mendoza Cynthia Macaspac Jennifer Macaspac
Lubao West	Jennifer T. Chaves Melinda p. Pascual Edlyn L. Cabrera Dante B. Guinto Evelyn Pantig
Lubao North	Leonida B. Dizon Luningning S. Caling Amanda Espinoza Myra Jimenez Karen Catu

South Sector	Name
SDO Officials	Elizer Dimarucut Renato Canilao Aureli B. Canilao Marlene Manansala Violeta Lagman Alvin Gozun Andrea Gutierrez Julieta V. Sagum





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Master Teachers	Dorie Soliman Celina C. Naguit Consuelo C. Patiu Jenny G. Gatpolintan Marietta L. Manayag Lani Z. Tubig Imelda F. Chin Edwina Q. Mandap Liza L. Mendoza Corazon N. Tanig Noemi P. Dimatulac Julie N. Manalang Agnes M. Patawaran Janet Paras Fatima Gomez Rina Miranda Gemma Miclat Cristina Dayrit Violeta Dizon Omega Golda Quico Michael Dimatulac Nelia Sabado Leonor Zapata Mia Tan Ricardo Baluyut Maricris Pangilinan Liesel Bildan Marian Bautista Juvy Sicat
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**SECONDARY CHECKING OF SCHOOL FORMS
DIVISION CHECKING COMMITTEE**

Cluster 1	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Andres Luciano HS, Magalang
SDO Officials	Garry Pangan Delapaz T. Waje EdD
Team 1	Belinda Regala Rhyan Navarro Elma M. Francisco Julie Pangilinan





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Team 2	Edna L. Gozun Ferdinand Cunanan Jennilyn P. Dela Cruz Claudine v. Serrano
Team 3	Leomela Bondoc Claudette Policarpio Carlota Lumbang Regine C. Cayanan
Senior High School	
Team 1	Norminda Mayrina Roger Gomez Kystel Marie F. Nash Edcelle Canlas
Team 2	Nerissa Juanta Melanie Lumboy Angelina Tiqui Daniel H. Rodriquez

Cluster 2	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Venue: Pulong Santol HS
SDO Officials & Head Teachers	June D. Cunanan Lolita Molano PhD Ma. Aida M. Pascual Hidelisa G. Oligario Liberty B. Guanlao Christopher G. Semsem Ginalyn Sotto Justin Bolos Jaypee Lapira Rosario Marcelo Ruvie Ann B. Pallasigui Imee Lintag Rosana Molina Marionne Baltazar Mary Joy L. Bumanlag Lennie M. Yuson Isabelita E. Hernandez Roselle D. Dungca Elvira T. Dungca Leticia P. Henzon Annette Simbulan Nida Aguas Amelia Gopez





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	Elijia Semsem Jennifer Dela Cruz Glenn Sigua Lesmar Manansala
Becuran	Ma. Generosa T. Agustin-JHS Rowena P. Mendiola Christian May B. Utulo Wilfredo T. Olegario Rosario D. Lopez-SHS Joanne M. Tantamco
Betis NHS	Sharie L. Miguel Maricon M. Suing Catherin M. Gaza
GD Mendoza HS	Shirley David Anamarie Mendoza
Eastern Porac NHS	Kathleen Kaye Alvarado Melcor Balboa Cindy Sicat
Porac Model Community HS	Erlinda Samonte-JHS Mahleen Manuego Cathrina Pedrona-SHS Charlene Zeng
Porac NHS	Anne Rose Malit-SHS Pilar Limin-SHS Winnie Alicante-JHS Angelita Duya-JHS
Pulungmasle NHS	Elizabeth Gutierrez
Pulungg Santol NHS	Rowena V. Gomez Zeneth C. Cortez Joyce D. Galura Edwina D. Santos Arlan V. Payad
Sto. Tomas NHS	Melody G. Sevilla Fatima L. Umlas Ruby B. Casurra Josefina R. Malit Annabelle R. Sugang Rose Ann B. Alipio





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San Basilio NHS	Roel Esguerra Jerry Morales
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Cluster 3	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Venue: San Roque Dau HS (Lubao)
SDO Officials	Cherry G. Vinluan EdD Kaye Yuzon EdD
Master Teachers & Head Teachers	Cecilia G. Calma Rose Jamaica M. Dela Rosa, PhD. Leo Francis R. Dilag Antia D. Dela Pena Ma. Cecilia Y. Nodado Simonette S. Cruz Analyn F. Regala Mitus Nacpil Nandy Wanta Reyna Dabu July Ann dela Cruz Edna Calma Josephine Caling Divina Copino Yolanda Bacani Joseph David Leah Perez Dick Ducut Janet Lingad Jeffrey Loiue Macaspac Lani Martinez Joannalee Onde Donna Marie Bautista Joelet Calma Grace Domingo Leira Manarang Reynaldo Antonio Norman Santos Norman Taopo Jessa Ara Morales Analyn Domingo Ryan Atun Maico Joseph Dizon Concepcion Pasion Lyre Guevarra





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	Mary Grace Morales Carmen Serrano Aloha Manio Mevhie Calma Maridel Paule
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Cluster 4	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Venue: San Juan HS (Mexico)
SDO Officials	Maricar Evangelista Edna L. Pineda
Master Teachers & Head Teachers	Dennis Del Rosario Suzzette Corpus Bernadette C. Buenaventura Celeste Aton Agnes Calma Mylene Mondoni Lutgarda Aquino Irene Perez Engracia David Mia Malonzo Vilma Ramirez Erickson David Rogelene Vergara Irma Almario Alma Cunanan Ma. Caridad Laurence Miranda

Cluster 5	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Venue: San Luis NHS (San Luis)
SDO Officials	Paz I. Canlas Anna Liza I. Pineda
Master Teachers & Head Teachers	Maribeth Santos Narcisa Labao Mary Grace Puno Jayson Salas Archielyn Semanero Russel Villaruel Myrna Salas Mayra David Rachell Anne Guintu Mary Joy Salas





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	Elnora Salas Eluena Mariano Lailani Baraulid Sharon Turla Annette Guevarra Ana Cheryl Narciso Angelito Manalastas Jennifer Manalang Reynaldo Bautista
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Cluster 6	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Venue: Sto. Rosario NHS (Minalin)
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SDO Officials	Marlene Manansala EdD Mary Anne Bernadette M. Samson
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Head Teachers Master Teachers &	Molly R. Mendoza Evelyn C. Lumba Anthony P. Castro Maricel M. Sunga Emerito S. Viray Dolly M. Deang Lilibeth C. Santos Shelly D. Pallasigui Adriane Brent S. Castro Belinda M. Cabrera Pamela M. David Melvin L. Devero Marilyn Dela Cruz Julie F. Tiglao Angelina S. Tagle Edison E. Tayag Catherine Montemayor Bay De Jesus Gerome Tongol Bernard Rivera Ma. Chrisyelyn Paner Mildred Lim Nilda P. Manalang Beatriz Quito Jacquelyn T. Calalang
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	Maribeth C. Enrile Leticia F. Diaz Catherine Pangan Emiliana M. Viray Rosanna S. Cuizon Rassel Pineda Donna Marie Tongol Jenifer Garcia Jennifer Mandap Loreta Intal Aureen Icban Raechelle Gonzales Allan Salvador Eva M. Hernandez Dulce R. Banal Ma. Imelda G. Espiritu Mary Jane Gonzales Maria Veronica Angeles Marilou Binuya Rosemarie Sarmiento Cora Marie Caliguia Regina Simbulan Brenda Dalusung Lucia Dungca Lenny G. Villafuerte Raquel S. Gamboa Nora Musngi Blerwin Pineda Jesusa Flores Joan N. Reg Arlene T. Carlos
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Cluster 7	July 3-7, 2023 (Grades 10, 12) July 17-21, 2023 (Grades 7,8,9,& 11) Venue: Macabebe HS
SDO Officials	Alvin T. Gozon EdD Vilma Arcilla Bernadette Lejarde Garry Dela Cruz
Junior HS Master Teachers & Teachers	Juliet Y. Nuqui





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Jaycel D. Torres
Gembrian C. Dela Serna
Anarose B. Cabrera
Camille P. Concepcion
Perseveranda Ocampo
Joshua Ramirez
Kenneth John L. Alfonso
Maria Cristina L. Morales
Gerilyn C. Lumanog
Noel T. Usi
Ma. Victoria T. Sonza
Lea Q. Adiova

Marianne Pagtalunan
Liezal R. Paras
Arjel B. Dantes
Janet Brigida A. Catipon
Annaliza G. Pamilaga
Corazon Perez
Alejandro Cortez
Grace Q. Sunga
Rollyn A. Flores
Edna Z. Datuin
Analiza Nicodemus
Rica Mae M. Ibe
Kristel O. Bungay
Emily Dungo
John Mark I. Apales
Sarah Jane C. Galang
Kenneth Joyce Nebrida
Angelbert M. Dela Cruz
Elenette Canilao
Lorris Jeane Abuga
Christian Jake L. Flores
Joy M. Sunga
Teresita L. Mallari
Ludina V. Isip
Rayson M. Carillo
Janelle M. De Leon





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Senior High School Master Teachers /Teachers	Rona M. Baje Keith M. Bustos Charlene C. Bautista Ericson L. Gaddi Brenda T.Lacap Irene Yutuc Joshua Ramirez Catherine B.Usi Eduardo C. Manalang Christina P. Santos Lovely I. Morales Marife M. Punzalan Maria Isabel N. Manabat Maryann R. Dizon Diana Mae F. Cunanan Crizselle De Mesa Darlene Lebasto Mary Graceshelyn Usi Alejandro Cortez Liberty P. Toribio Joner G. Maglalang Viannah Marie Bustos Mariabel B. Calara Redemption C. Guinto
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