



Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



20 June 2023

**DIVISION MEMORANDUM**

No. 229 s. 2023

**CONDUCT OF DIVISION CHECKING OF FORMS**

To: Assistant Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
Chief, School Governance and Operation Division  
Heads of Elementary and Secondary/Integrated Schools

1. This is to announce the conduct of the Division Checking of Forms for the Priority Grade Levels and Lower Grade Levels on July 3-4, 2023, and July 6-7, 2023, at the Gabaldon Building.
2. The Composition of the School Checking Committee (SCC) and Division Checking Committee (DCC) is as follows:
  - School**  
Chair: School Head  
Vice Chairs: ICT Coordinator/ School System Administrator for LIS/BEIS and Curriculum and Assessment
  - Schools Division Office**  
Chair- Chief of Curriculum Implementation Division (CID)  
Vice Chairs: Chief of the School Governance and Operations Division (SGOD) and Public Schools District Supervisors (PSDS)  
Members: Education Program Supervisors  
SEPS for Planning and Research  
Division Planning Officer  
SEPS for School Management Monitoring and Evaluation  
EPS II for School Management Monitoring and Evaluation
3. The School Checking Committee is expected to conduct a pre-checking activity involving the thorough review of all learner's records for all classes before the scheduled Division Checking of Forms.
4. The Division Checking of Forms for priority grade levels (Kindergarten, Grades 6, 10, and 12) will be conducted on July 3-4, 2023, while the schedule of the lower grade levels will be on July 6-7, 2023. The SCC shall accomplish the School Forms Checking Report (SFCR1) and have it submitted to the assigned Division Checking Committee during the scheduled division checking of forms.



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5. The Lists of Schedule, Assigned SDO Officials, Venue, and School Size Sampling Guide are found in the enclosures.
  - 5.1 Enclosure No. 1: List of Schedule, Assigned SDO Officials, and Venue for Priority Grade Levels
  - 5.2 Enclosure No. 2: List of Schedule, Assigned SDO Officials, and Venue for Lower Grade Levels
  - 5.3 Enclosure No. 3: School Size Sampling Guide
6. Expenses relative to the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and compliance with this Memorandum are earnestly desired.

**RONALDO A. POZON, PhD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: DepEd Order No. 11, s. 2018  
To be indicated in the Perpetual Index  
under the following subjects:

FORMS

CID/OIC-Chief/June 20, 2023



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Enclosure No. 1 to the Division Memorandum No. 229, s. 2023

**Schedule, Assigned SDO Officials and Venue**

<b>PRIORITY GRADEL LEVELS</b> <b>Kindergarten and Grades 6, 10 and 12</b> <b>July 3-4, 2023</b>				
Team 1 (Clusters 1 & 2)	Team 2 (Clusters 3 & 4)	Team 3 (Clusters 5 & 6)	Team 4 (Clusters 7 & 9)	Team 5 (Cluster 8)
Ramil Dacanay  Josephine Figueroa PhD  Amando Yutuc, PhD  Edgar Manabat, PhD	Elizabeth David  Rochella David  Rita Bundalian	Glenn Sarmiento  Reynaldo Cabrera  Jeannieffer David	Marilou Castro  Ma. Esperanza Malang PhD  Edgardo Nunag	Maria Leonora Vinoya  Gemima Estrabillo EdD  Emily Sarmiento PhD
PSDSs  Ana Merla Magtoto  Cezar Hernandez	PSDSs  Leonida Quinto PhD  Anastacia Nimfa Aquino, EdD	PSDSs  Maria Tara Clemente, EdD  Agnes Manabat, EdD	PSDSs  Ericson Cabrera  Walter Estabillo, EdD	PSDS  Amelita Pineda
<b>VENUE</b>				
<b>Gabaldon Building</b>				



**Address:** Jesus Street, Pulungbulu, Angeles City  
**Telephone No.** (045) 322-4101; **Email Add:** angeles.city@deped.gov.ph





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Enclosure No. 2 to the Division Memorandum No. 229 s. 2023

**Schedule, Assigned SDO Officials and Venue**

<b>LOWER GRADEL LEVELS</b> <b>July 6-7, 2023</b>				
Team 1 (Clusters 1 & 2)	Team 2 (Clusters 3 & 4)	Team 3 (Clusters 5 & 6)	Team 4 (Clusters 7 & 9)	Team 5 (Cluster 8)
Ramil Dacanay  Josephine Figueroa PhD  Amando Yutuc, PhD  Edgar Manabat, PhD	Elizabeth David  Rochella David  Rita Bundalian	Glenn Sarmiento  Reynaldo Cabrera  Jeannieffer David	Marilou Castro  Ma. Esperanza Malang PhD  Edgardo Nunag	Maria Leonora Vinoya  Gemima Estrabillo EdD  Emily Sarmiento PhD
PSDSs  Ana Merla Magtoto  Cezar Hernandez	PSDSs  Leonida Quinto PhD  Anastacia Nimfa Aquino, EdD	PSDSs  Maria Tara Clemente, EdD  Agnes Manabat, EdD	PSDSs  Ericson Cabrera  Walter Estabillo, EdD	PSDS  Amelita Pineda
<b>VENUE</b>				
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Enclosure No. 3 to the Division Memorandum No. 229, s. 2023

**School Size Sampling Guide**

<b>Size of School*</b> <i>Based on combined enrollment in the priority grade levels</i>	<b>Priority Grade Levels</b>		<b>Other Grade Levels</b> <i>Minimum No. of Classes</i>
	<i>Percentage</i>	<i>Estimated Minimum No. of Classes</i>	
Very Small (99 and below)	100%	all	2
Small (100 to 299)	50%	4	2
Medium (300 to 499)	30%	5	2
Large (500 to 799)	20%	6	3
Very Large (800 to 999)	10%	7	4
Huge (1,000 and above)	5%	8	5

***For grade levels with classes less than the required minimum number, no drawing of lots is necessary. All classes shall undergo checking of forms.***



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