



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

April 3, 2025

**DIVISION MEMORANDUM**  
**NO. 175 S. 2025**

**DIVISION CHECKING OF SCHOOL FORMS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Concerned School Heads of Public Elementary,  
Integrated, and Secondary Schools

1. Relative to DepEd Order No. 11, s. 2018 titled (Guidelines on the Preparation and Checking of Forms), this Office shall conduct the Division Checking of School Forms under the supervision of Division Checking Committee (DCC) on April 10, 2025.
2. The actual checking of forms shall be done in the District by the deputized Division Checking Committee. All schools will be checked, both Elementary and Secondary.
3. The Public Schools District Supervisors will organize teams for the checking of school forms in their districts.
4. The composition of the Division Checking Committee is as follows:

|              |  |
|--------------|--|
| Chair:       | Dr. Rolando B. Jamora<br>OIC, Office of Curriculum Implementation Division<br>(CID)  |
| Vice-Chairs: | Dr. Edna B. Azcarraga<br>OIC, Office of School Governance and Operations<br>Division (SGOD) and<br>Public Schools District Supervisors (PSDSs) |



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|         |  |
|---------|--|
| Members | Education Program Supervisors<br>Senior Education Program Specialist for Planning and Research<br>Division Planning Officer<br>Other Division or School Personnel to be identified by the Chair and Vice-Chair |
|---------|--|

| MEMBERS  |   |
|--|---|
| TEAM A   | TEAM B  |
| Dr. Merlie J. Rubio<br>Elenia Baranda<br>Dr. Ruth Gervero<br>Dr. Edwin Jason Dueñas<br>Dr. Lalain Delos Santos<br>Dr. Lallaine Fundal<br>Dr. Angel Payo<br>Dr. Ma. Theresa Villagracia<br>Eduardo Villafuerte<br>Glenn Dollete<br>Grace Atinon | Dr. Sephora M. Roldan<br>Andres Quiachon<br>Salvador Dale Artates<br>Ronie Reteracion<br>Alan Vincent Altamia<br>Dr. Marggie Obligacion<br>Dr. Fe Banes<br>Dr. Judith Tu<br>Dr. Reynaldo Azcarraga<br>Mr. Zaldy Caalam<br>Dr. Calin Bernales<br>Ronald Dile |

5. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

**SCHOOL FORMS**

**CHECKING**



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