



Republic of the Philippines  
Department of Education  
Region I  
**SCHOOLS DIVISION OF ILOCOS SUR**  
Bantay, Ilocos Sur



April 8, 2019

**DIVISION MEMORANDUM**  
**No. 089, s. 2019**

**CHECKING OF FORMS BY THE SGOD DIVISION CHECKING  
COMMITTEE (DCC) MEMBERS**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors (SGOD and CID)**  
**Public Schools District Supervisors**  
**Public and Private Elementary and Secondary School Heads**  
**All Others Concerned**

1. With reference to DepED Order No. 11, s. 2018 re: Guidelines in the Preparation and Checking of School Forms, SGOD Personnel, specifically; **Jose P. Bueno, Jr.** OIC - Office of the Chief Education Supervisor-SGOD; **Saniata M. Piano** - SEPS Planning and Research; **Mark E. Manzano** - Division Planning Officer shall be coming to your District to validate the enrolment count, number of school leavers (dropped out), number of learners who transferred in/out, were promoted/retained and other enrolment-related indicators.
2. One (1) SGOD Division Checking Committee (DCC) member shall join the Education Program Supervisors (EPSs) on their scheduled dates in your respective District on April 10-12, 2019 (scheduled dates maybe changed due to the exigency of service).
3. The following school forms shall be checked by the SGOD DCC members:
  - a. School Form 1
  - b. School Form 2 for February and March (which will only be checked when there are discrepancies found in SF1 as compared to SF4)
  - c. School Form 4
  - d. School Form 5
4. Priority grade levels to be checked are Kindergarten, Grade 1, Grade 6, Grade 7, Grade 10, Grade 11 and Grade 12. Other grade levels are also included and shall randomly selected using the School Size Sampling Guide (Table 3 of the DepEd Order).
5. For information and guidance.

**GEMMA Q. TACUYCUY, CESO V**  
Schools Division Superintendent

To be indicated in the perpetual index  
under the subjects:

Checking of Forms

DepEd 11, s. 2018

SGOD DCC member

