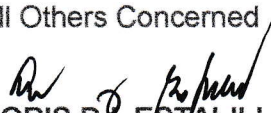




## MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent  
OIC – Chief, Curriculum Implementation Division  
OIC – Chief, School Governance and Operations Division  
All Public Schools District Supervisors  
All Education Program Supervisors  
All Public Schools Heads/Officers-In-Charge  
All Others Concerned

FROM :   
DORIS D.J. ESTALILLA  
OIC - Schools Division Superintendent

SUBJECT : CONDUCT OF CHECKING OF SCHOOL FORMS

DATE : March 13, 2018

Pursuant to DepEd Order No. 11 s. 2018 on Guidelines on the Preparation and Checking of School Forms, and as discussed during the meeting held last March 8, 2018 and March 12, 2018, this office informs the field of the following activities, dates, and assignments of personnel:

<u>I.</u>	<u>ACTIVITY</u>	<u>DATE</u>
1.	Examination Period for Grades 6, 10 & 12	March 15-16, 2018
2.	Division Meeting on DepEd Order No. 11 s. 2018	March 16, 2018 (2:00PM)
3.	Checking of Forms (Grades 6, 10 & 12)	
	a. School Level	March 19, 2018
	b. Division Level	March 20, 2018
4.	Examination Period for All Other Levels	March 19-20, 2018
5.	Checking of Forms (all other Levels)	
	a. School Level	March 22-23, 2018
	b. Division Level	March 26, 2018

## II. ASSIGNMENTS OF PERSONNEL

1. Division Checking Committee:  
Chairman: Edna F. Hemedez, OIC, Chief – CID  
Vice Chairs: Jose Charlie S. Aloquin, OIC, Chief – SGOD  
Assigned PSDS of the District  
Members: Alberto P. Labigan, Ed.D., EPS - Mathematics  
Jeffrey A. Astillero, SEPS, Planning & Research  
Esperanza A. Maminta, Planning Officer III  
Aida V. Maraña, PSDS  
Belen Gimutao, PSDS  
Irene P. Pantonia, PSDS  
Yolly D. Valiente, Teacher 3 - Mathematics  
Teodora M. Galang, SHS Coordinator

2. Elementary Level Committee Chairmen

Kindergarten-	Buena G. Villanueva, EPS - Kinder
Grade 1 -	Lourdes Terrones, PSDS
Grade 2 -	Jennettee F. Haro, PSDS
Grade 3 -	Maria Fe Cantillano, PSDS
Grade 4 -	Marites O. Isleta, PSDS
Grade 5 -	Allan D. Cantalejo, PSDS
Grade 6 -	Philip D. Cruz, EPS - ESP

3. Secondary Level Committee Chairmen:

Grade 7 -	Ma. Leonora M. Natividad, EPS - Science
Grade 8 -	Jonathan A. Marquez, EPS - English
Grade 9 -	Magdalena S. Aragon, EPS – Araling Panlipunan
Grade 10 -	Jonathan F. Bernabe, EPS – Filipino/MTB-
Grade 11 -	Teodora M. Galang, SHS Coordinator
Grade 12 -	Raquel Austria, Ed.D. - PSDS

For immediate and wide dissemination.

UM 112 S. 2018