



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

June 3, 2022

**DIVISION MEMORANDUM**  
No. **0373**, s. 2022

**DIVISION CHECKING COMMITTEE (DCC) SCHEDULE OF  
CHECKING OF SCHOOL FORMS FOR SY 2021-2022**

**TO: ASST. SCHOOLS DIVISION SUPERINTENDENTS  
CHIEF OF CID  
DIVISION CHECKING COMMITTEE  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL CHECKING COMMITTEE  
ALL OTHERS CONCERNED**

1. This Office announces the Schedule of Checking of School Forms for School Year 2021-2022 by the Division Checking Committee, to wit:

<b>GRADE LEVELS</b>	<b>SCHEDULE OF CHECKING</b>
Kindergarten Grade 6 Grade 10 Grade 12	From June 20, 2022 to June 28, 2022
Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 7 Grade 8 Grade 9 Grade 11	From July 12, 2022 to July 21, 2022

2. The teachers and schools are given not less than fifteen (15) days to prepare the necessary or required school forms prior to the checking by the Division Checking Committee as per DepEd Order No. 11, s. 2018.
3. Simple food/refreshments served during the checking of forms by the DCC may be charged against School MOOE or school canteen funds, subject to the usual government accounting and auditing rules and regulations. . (DO No. 11, s. 2018)
4. Transportation expenses incurred by the DCC or of their deputized representatives may be reimbursed against SDO Funds, subject to the usual government accounting and auditing rules and regulations. (DO No. 11, s. 2018)
5. The checking of forms shall follow the Consultancy Area assignments of the Education Program Supervisors, to be paired by an EPSvr/SEPS/EPS II/PDO II or PDO I from the SGOD.
6. Teachers, School Heads and PSDSs are encouraged to revisit DepEd Order No. 11, s. 2022 for proper guidance on the preparation and checking of school forms.
7. For the information, guidance and compliance of all concerned.

**BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent *AD*