



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

July 4, 2022

DIVISION MEMORANDUM
No. 0430, s. 2022

**SCHEDULE OF THE DIVISION CHECKING COMMITTEE (DCC) ON THE CHECKING
 OF SCHOOL FORMS FOR SY 2021-2022 FOR GRADES 1 – 5 & GRADES 7 - 11**

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

1. This Office announces the Schedule of Checking of Forms for SY 2021-2022 for Grades 1 – 5 and Grades 7 – 11 by the Division Checking Committee, to wit:

District	Timetable	Division Checking Committee
Bien Unido	July 11 and 12, 2022	Dr. Wilfreda O. Flor & Mrs. Maulitte M. Yap
San Miguel	July 13 and 14, 2022	
Trinidad I	July 15 and 18, 2022	
Trinidad II	July 19 and 20, 2022	
Buenavista I	July 21 and 25, 2022	Dr. Wilfreda O. Flor and Ms. Debra P. Sabuero
Buenavista II	July 26 and 27, 2022	
Corella	July 11, 2022	Dr. Lope Hubac & Mrs. Evelyn Marapao
Cortes	July 12, 2022	
San Isidro	July 13, 2022	
Catigbian	July 14, 2022	
Danao	July 18, 2022	
Clarin	July 19, 2022	
Talibon I	July 11 and 12, 2022	Dr. Josephine Eronico & Ms. Debra P. Sabuero
Talibon II	July 13 and 14, 2022	
Balilihan	July 15 and 18, 2022	Dr. Josephine Eronico & Mrs. Mildred Piquero
Dauis	July 19 and 20, 2022	
Loboc	July 21 and 25, 2022	
Baclayon	July 26 and 27, 2022	
Pres. CPG	July 7, 2022	
Ubay II	July 8, 2022	
Ubay III	July 11 and 12, 2022	

Mabini	July 13 and 14, 2022	Dr. Jupiter Maboloc & Mrs. Elizabeth Pido
Candijay	July 15, 2022	
Anda	July 25, 2022	
Sierra Bullones	July 11 and 12, 2022	Dr. Felix Galacio & Dr. Marites Cimeni
Pilar	July 13 and 14, 2022	
Dagohoy	July 15 and 18, 2022	
Sevilla	July 19 and 20, 2022	
Alicia	July 21 and 25, 2022	
Loay	July 26 and 27, 2022	
Calape	July 11 and 12, 2022	Dr. Grace Mendez & Mrs. Angelette Remolador/ Mrs. Marina Bernasor/ Mrs. Aian Dolauta
Panglao	July 13 and 14, 2022	
Maribojoc	July 15 and 18, 2022	
Tubigon East	July 19 and 20, 2022	
Tubigon West	July 21 and 25, 2022	
Carmen I	July 11, 2022	Dr Pablito Villalon & Dr. Ma. Maya Tumalon
Carmen II	July 12, 2022	
Carmen III	July 13, 2022	
Batuan	July 14, 2022	
Bilar	July 15 and 18, 2022	
Lila	July 19 and 20	
Antequera	July 11 and 12, 2022	Dr. Jeanylette Ayson & Mrs. Ana Liza Laurel
Inabanga South	July 13 and 14, 2022	
Inabanga North	July 15 and 18, 2022	
Sagbayan	July 19 and 20, 2022	
Sikatuna	July 21 and 25, 2022	
Getafe I	July 15 and 18, 2022	Dr. Generosa T. Castillo & Ms. Debra P. Sabuero
Getafe II	July 19 and 20, 2022	
Ubay I	July 21 and 25, 2022	Dr. Generosa T. Castillo & Mr. Philip Marcelo Vigonte
Loon North	July 11 and 12, 2022	
Loon South	July 13 and 14, 2022	
Alburquerque	July 26 and 27, 2022	
Guindulman	July 11 and 12, 2022	Dr. Evelyn Codilla & Mrs. Antonietta Lazara
Duero	July 13 and 14, 2022	
Jagna	July 15 and 18, 2022	
Garcia-Hernandez	July 19 and 20, 2022	
Valencia	July 21 and 25, 2022	
Dimiao	July 26 and 27, 2022	

2. Any deviation from the schedule stated above shall be upon the agreement between the DCC and the PSDS.

3. The following school forms will be checked:

- LIS Generated School Form (SF) 1
- LIS Generated School Form (SF) 5
- Supporting documents:
 - SF9 – Learner’s Report Card
 - SP10 – Learner’s Permanent Academic Record
 - Birth Certificate

4. It is expected that checking has been done at the school and district levels prior to the Division Random Checking.

5. The minimum number of classes that shall undergo checking shall be determined through drawing of lots which shall be conducted by the DCC in the presence of the SCC on the actual day of checking.

6. For the Division Random Checking, the table below provides a guide on how to determine the number of sections that shall be checked for each school type (DO No. 11, s. 2018):

Size of School Based on combined enrollment	Minimum Number of Classes
Very Small (99 and below)	2
Small (100 to 299)	2
Medium (300 to 499)	2
Large (500 to 799)	3
Very Large (800 to 999)	4
Huge (1, 000 and above)	5

7. 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)

8. 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)

9. This Memorandum serves as Travel Order.

7. For the information and guidance of all concerned.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent 