



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

June 16, 2023

**DIVISION MEMORANDUM**  
**No. 0289, s. 2023**

**PREPARATION AND CHECKING OF SCHOOL FORMS  
FOR END OF SY 2022-2023**

**TO : ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS/APSDS  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

1. Pursuant to **DepEd Order No. 11, S. 2018** titled **Guidelines on the Preparation and Checking of School Forms**, this Office issues this Division Memorandum for the preparation, updating and evaluation of School Forms for the end of SY 2022-2023.
2. The mechanisms and simplified procedures adapted by the SDO for this end of SY 2022-2023 are anchored on the principles of accountability, accuracy and reliability of data, and efficiency.
3. **Preparation of School Forms.** Schools are given not less than fifteen (15) days to prepare the necessary or required school forms prior to the actual checking schedule.
4. **Schedule of Checking of School Forms.**

<b>Grade Level</b>	<b>Schedule of Checking</b>
Kindergarten Grade 6 Grade 10 Grade 12	From July 10 – 21, 2023
Grades 1, 2, 3, 4 & 5 Grades 7, 8, 9 & 11	From July 17 – 28, 2023



5. **School Checking Committee.** The School Checking Committee shall be composed of the following:

Chair : School Head  
 Vice Chairs (2) : School IT Coordinator (for Enrollment Counts and Learner Profile) and  
 A Teacher (for Curriculum and Assessment)  
 Members : M&E Team (preferably)

6. **Division Checking Committee.** The Schools Division Superintendent designates a team at the District Level, headed by the Public Schools District Supervisors, as deputized representatives to serve as the Division Checking Committee. The PSDS shall choose his/her team members to compose the DCC from among the School Heads in the District.

In the submission of the checked School Forms to the SDO, care off the Planning Section, the PSDS shall execute an **Omnibus Sworn Statement of Authenticity and Veracity of Documents.** (See attached template.)

7. The minimum number of classes that shall undergo checking by the deputized DCC shall be determined through drawing of lots in the presence of the SCC on the actual day of checking.
8. The table below provides a guide on how to determine the number of sections that shall be checked for each school type:

<b>Size of School</b> (Based on combined enrollment)	<b>Minimum Number of Classes</b>
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

9. Refer to DO No. 11, s. 2018 for in-depth understanding and proper implementation of the mechanisms and procedures in the checking of school forms.
10. For guidance and compliance of all concerned.
11. Widest dissemination of this Memorandum is desired.

**EVANGEL M. LUMINARIAS PHD, CESO V**  
 Schools Division Superintendent



**OMNIBUS SWORN STATEMENT OF AUTHENTICITY AND VERACITY OF DOCUMENTS**

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at \_\_\_\_\_, under oath, hereby depose and state that:

1. Each of the documents submitted is an authentic and original copy or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct;
2. I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. I am aware that any violation will automatically render all documents null and void;
4. I am making these statements as part of the requirements for the submission of School Forms (e. i. SFs 4, 5, 6 and 7) for SY 2022-2023 to the Department of Education, Schools Division of Bohol, Tagbilaran City.

\_\_\_\_\_  
Public Schools District Supervisor  
\_\_\_\_\_ District

SUBSCRIBE AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2023, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Until \_\_\_\_\_  
PTR \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

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