



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

April 22, 2024

DIVISION MEMORANDUM
No. 195 , s. 2024

**PREPARATION AND CHECKING OF SCHOOL FORMS FOR END OF
SCHOOL YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Other Concerns

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 School Year 2023-2024.
2. The mechanisms and simplified procedures adapted by the SDO for this End of SY 2023-2024 are anchored on the principles of accountability, accuracy and reliability of data, and efficiency. Public and private schools are reminded of the updating of status and profile of each learner in the Learner Information System (LIS).
3. **School Checking Committee (SCC)**. The School Checking Committee shall be composed of the following:
 - Chair - School Head
 - Vice Chairs - School ICT Coordinator (for Enrollment Counts Learners' Profile) and
A Teacher (for Curriculum and Assessment)
 - Members - M&E Team (preferably)
4. **Division Checking Committee (DCC)**. 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**. *(pls. see attached template)*

CPC/SGOD/mhb



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5. **Schedule of the Checking of School Forms.** May 20 to 27, 2024.
6. The minimum number of classes/section 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.
7. Below is the guide on how to determine the number of sections that shall be checked for each school type:

School Size (Based on total 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 (1000 to and above)	5

8. For in-depth understanding and proper guidance and implementation of the mechanisms and procedures, kindly refer to **DO 11, s. 2018**.
9. Widest dissemination of this Memorandum is desired.


CASIANA P. CABERTE PhD, CESO VI
 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 this statement as part of the requirements for the submission of School Forms (SFs 4, 5, 6, and 7) for SY 2023-2024 to SDO Bohol, Tagbilaran City.

Public Schools District Supervisor
_____ District

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2024, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until _____
PTR _____
Date _____
Place _____
TIN _____

Doc No. _____
Page NO. _____
Book No. _____

SDS/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder

