



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

March 31, 2025

DIVISION MEMORANDUM

No. **094**, s, 2025

**PREPARATION AND CHECKING OF SCHOOL FORMS FOR END OF SCHOOL
 YEAR 2024-2025**

TO: Assistant Schools Division Superintendent
 CID Chief
 SGOD Chief
 Education Program Supervisors
 Elementary School Heads
 Secondary School Heads
 All Other Concerned

1. Pursuant to DepED Order No. 11 s. 2018 titled *Guidelines on the Preparation and Checking of School Forms*, this office informs the schools the preparation, updating and evaluation of school forms, to wit:

Schedule of Checking of School Forms.

Grade Level	Schedule of Checking
Grade 6 & Grade 12	April 3-4, 2025
Kindergarten -Grade 5 Grade 7-11	April 7-8

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

Chairman : School Head

Vice Chair (2) : School IT Coordinator (for enrolment counts & learner profile) and a teacher (for curriculum & assessment)

Member : M&E (preferably)

3. The Schools Division Superintendent designates a team composed of Education Program Supervisors, as deputized representatives to monitor school checking committee.

Checked school form shall be submitted at the Office of the Schools Division Superintendent thru the Planning Section Office.

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

Size of School (based on enrolment)	Minimum Number of Classes
Very Small (99 & 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 & above)	5

6. Refer to DO No. 11 S. 2018 for in-depth understanding and proper implementation of the mechanism and procedures in the checking of school forms.
7. For immediate dissemination & compliance

ALFREDO B. GUMARU JR. EdD CESO V
Schools Division Superintendent

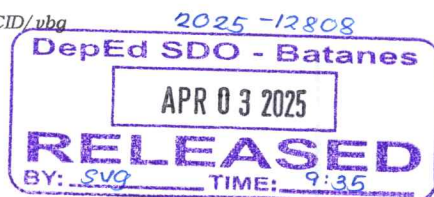
Encl: None

Reference: DepEd MEMORANDUM No. 11 s.2018
DepEd MEMORANDUM No. 37 s. 2022

To be indicated in the Perpetual Index
under the following indices

BASIC EDUCATION
DATA
FORMS
LEARNERS
REPORTS
SCHOOL

CID/vbg



Address: Basco, Batanes, 3900
Contact No.: 09603974200
Email Address: batanes@depd.gov.ph
Facebook: facebook.com/depd.batanes
Website: <https://batanes.depd.gov.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2