



Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

08 May 2024

SCHOOLS DIVISION MEMORANDUM

No. 164, s. 2024

ORIENTATION ON THE CHECKING OF SCHOOL FORMS (SFs)

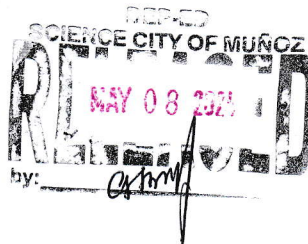
To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public and Private Elementary and Secondary Schoolheads
All Others Concerned

1. For the smooth facilitation of the checking of school forms for the School Year 2023-2024, this Office informs all concerned that there will be an online orientation on the said matter on May 10, 2024 at 9:00 a.m. via MS Teams.
2. The guidelines set by the DepEd Order No. 11, s. 2018 re: Guidelines on the Preparation and Checking of School Forms will be the basis in the preparation and checking of school forms.
3. The participants in this activity are the public and private schoolheads and department heads.
4. The meeting link will be sent through a group chat a day before the orientation.
5. Enclosed are the Program Management Team, Technical Working Group, and Program for the information and guidance of the participants.
6. For queries, please communicate with Dr. Larry B. Espiritu, CID Chief ES, or Dr. Bernardo A. Gargabite, SGOD Chief ES through their messenger or cellphone numbers 09171869854 and 09173116656 respectively.
7. Wide dissemination of this Memorandum is earnestly desired.

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:
Schools Forms (SFs)

CID/AGM-Checking of School Forms
014/May 08, 2024



Address: Brgy. Rizal, Science City of Muñoz, 3119
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REGION III - CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 160, s. 2024

PROGRAM MANAGEMENT TEAM

Consultants	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent RONILO E. HILARIO CESO VI Assistant Schools Division Superintendent
Chairs	LARRY B. ESPIRITU PhD CID Chief ES BERNARDO A. GARGABITE EdD SGOD Chief ES
Cochairs	RODOLFO A. DIZON PhD ZORAIDA F. ESPINO PhD AILEEN G. MACTAL AUGUSTO A. MATEO MARY QUEEN P. ORPILLA PhD WINNIE W. POLI NOVALYN C. RODOLFO EdD NELIE D. SACMAN PhD MERCEDITA D. SALDERO MELODY E. GALINGAN MARLON V. SIMINIG LEILANI D. TIDALGO EdD
Members	JAMES PATRICK BARIAS JOEL G. DIZON CYRIL S. TALUSAN LAMBERTO P. CORPUZ



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Enclosure No. 2 to Schools Division Memorandum No. 164, s. 2024

TECHNICAL WORKING GROUP

Chair	ENGR. MARLON V. SIMINIG
Cochairs	RODOLFO A. DIZON PhD ZORAIDA F. ESPINO PhD AILEEN G. MACTAL AUGUSTO A. MATEO MARY QUEEN P. ORPILLA PhD WINNIE W. POLI NOVALYN C. RODOLFO EdD NELIE D. SACMAN PhD MERCEDITA D. SALDERO MELODY E. GALINGAN LEILANI D. TIDALGO EdD
Members	
-Certificates	JAMES S. PATRICK BARIAS EDWARD M. PAGAY
-Program and Slide Decks	CYRIL S. TALUSAN
-Activity Completion Report	LAMBERTO P. CORPUZ
-Audio-Visual Presentation	JOEL G. DIZON EDGARDO G. SAN ANDRES



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Enclosure No. 3 to Schools Division Memorandum No. 114, s. 2024

ORIENTATION ON THE CHECKING OF SCHOOL FORMS
via MS Teams | 9:00 a.m.

PROGRAM

Part	In-Charge
Nationalistic Song	AVP
Prayer	AVP
Roll Call of Participants	NELIE D. SACMAN PhD EPS-Science
Statement of Purpose	BERNARDO A. GARGABITE EdD SGOD Chief ES
Message	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
Orientation Proper	ENGR. MARLON V. SIMINIG Planning Officer III
a. Random Sampling of Classes to be Checked	WINNIE W. POLI SGOD-EPS
b. Presentation of Division Checking Committee	MERCEDITA D. SALDERO EPS-EsP
c. Accomplishing SFCR 1, SFCR 2, SFCR 3	MARY QUEEN P. ORPILLA PhD EPS-Filipino
Open Forum	AILEEN G. MACTAL EPS-English
AILEEN G. MACTAL Master of Ceremony	



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