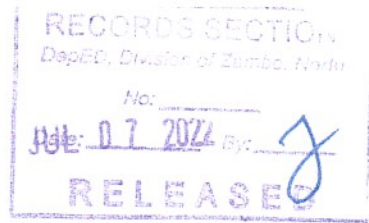




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 243 s. 2022

TO: Public Schools District Supervisors
 Principals In-Charge of the Districts
This Division

FROM: **VIRGILIO P. BATAN, JR., CESO VI**
 Schools Division Superintendent

SUBJECT: **PREPARATION AND CHECKING OF SCHOOL FORMS FOR THE
 SCHOOL YEAR (SY) 2021-2022**

DATE: July 6, 2022

1. To ensure the quality and consistency of the learners' information, the careful and final scrutiny on the preparation and checking of school forms shall be conducted on July 11-15, 2022 all throughout the schools of this division.
2. The focus of the checking of school forms, validation and the policy references are stipulated in DepEd Memorandum No. 037 s. 2022 as also prescribed in DepEd Order No. 11 s. 2018.
2. The main objective of the activity is to provide a reliable mechanism of learners' information, ensure the quality and timeliness of school reports and reduce the resources spent for clerical and records management.
3. The teams of personnel from the Schools Division Office are assigned to provide technical assistance on the conduct of the activity. The activity can be done through onsite for municipalities under alert level 1 and the combination of both onsite and online for higher level. The list of monitors with their respective assignments is attached in this memorandum. Significant feedbacks and recommendations are expected from the monitoring team after the activity.
4. Travel expenses incurred for the onsite validation and monitoring shall be chargeable against Division/Local funds subject to the usual accounting and auditing rules and procedures.
5. Widest dissemination of this memorandum is desired.

CIDabz70/Preparation and Checking of School Forms SY 2021-2022DM011-2022/07062022

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
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Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE


DISTRICT ASSIGNMENT OF SGOD PERSONNEL FOR MONITORING OF SCHOOL FORMS CHECKING

DISTRICT	NAME OF THE EDUCATION PROGRAM SUPERVISORS	NAME OF SGOD PERSONNEL
POLANCO II, III, SERGIO OSMEÑA I, II, III	LEYNIE BOY G. BELLINO	ROBERT I. POCULAN III JESSIE E. ELACAN
PIÑAN, MUTIA, RIZAL, SIBUTAD, LA LIBERTAD	ANTONIO R. LIAO	DR. CHERYL V. OCUPE LAISA MADEL M. CINCHES
POLANCO I, KATIPUNAN I, II, III, IV	ANITA D. SUBEBE	JESSICA O. CABURATAN HAZEL J. RANJITH
ROXAS I, II, III, MANUKAN I, II	FE B. GEBONE	JOY MARIE O. LABOG EUNICE D. JANOLINO
MANUKAN III, PONOT I, II, NORTH SINDANGAN I, II, SIRAWAI I, II	MICKREL N. DULLER	WILSON H. INDING VICENTE RAMON SUAREZ
SINDANGAN CENTRAL I, II, III, SINDANGAN SOUTH I, II	GRACE T. DELA CRUZ	GLINDA OCA MORGINA CHIONG
SIAYAN I, II, III, BACUNGAN I, II	ARCELITA B. ZAMORAS	DR. SONIA Y. UY GIPAREL B. ELUMBA
SALUG I, II, III, GODOD I, II, LILOY I, SIBUCO I, II	EVELYN C. LABAD	ENGR. DAVE PATIGAYON JOSEPH L. PANTOJA
LILOY II, III, TAMPILISAN I, II, KALAWIT I, II	ARTHURO J. LAMDAG	ETHYL KIMBERLY S. LABADAN JOY DANO
LABASON I, II, III, GUTALAC I, II, BALIGUIAN, SIOCON I, II, III	NILDA Y. GALAURA	LEONIDO A. PAMPILO JR. NEORIENTE FERRER

Prepared by:


Giparel B. Elumba
Planning Officer III

Conformed by:


Joy E. Leiran – Singson, EMD
Chief - SGOD
06 JUL 2022

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