



Department of Education  
Region VI-Western Visayas  
**DIVISION OF AKLAN**  
Arch. G.M. Reyes Street, Kalibo, Aklan

March 12, 2019

**DIVISION MEMORANDUM**



No. 85 s. 2019

**IMPLEMENTING THE GUIDELINES ON THE PREPARATION  
AND CHECKING OF SCHOOL FORMS**

To: Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Senior/Education Program Specialists  
School Heads of Public and Private Elementary, Secondary and  
Integrated Schools  
Other Personnel Concerned

1. This is to advise the field on the implementation of the **Guidelines on the Preparation and Checking of School Forms** in compliance with DepEd Order No. 11, s. 2018 (Each school may download a copy).
2. Division Checking Committee (DCC) has been organized per attached Enclosure, while each school (private and public) has to organize its composition of the School Checking Committee (SCC) with its activities in accordance with the prescribed schedule.
3. Public Schools District Supervisors shall spearhead an orientation in their respective districts, while school heads will likewise conduct an orientation with their teachers in school for a spontaneous checking process and punctual submission of report.
4. Immediate dissemination of and strict compliance with this Memorandum is strongly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**PATROCENIA M. MAMBURAM**  
Administrative Officer V  
Office-in-Charge 

Enclosure: as stated  
Reference: DO No. 11, s. 2018  
Allotment: 3 (DO #12, 1997)  
To be indicated in the Perpetual Index  
Under the following subjects:

**POLICY      GUIDELINES      SCHOOLS      INFORMATION**

### Composition of Division Checking Committee

Chairman: **Dr. Dobie P. Parohinog**

Vice Chairmen: CES Michael T. Rapiz

Dr. Lucita Recidoro (Altavas and Banga)

PSDS Amando Zolina (Lezo and New Washington)

PSDS John Razie Isagan (Balete and Libacao)

PSDS Arlyn Regalado (Kalibo I and Kalibo II)

Dr. Marcelle Briones (Malinao and Tangalan)

PSDS Jude Ullysis Ruiz (Numancia, Ibajay-East and Ibajay-West)

PSDS Kenneth Revestir (Makato and Nabas)

PSDS Jessie Flores (Buruanga and Malay)

PSDS Rudy Magcope (Batan and Madalag)

Members:

Education Program Supervisors/Specialists	District Schools to Check
Dr. Ruby Agnes B. Estrada	Kalibo I
Dr. Mary Cherry Llynn M. Dalipe	Altavas
Dr. Edselyn T. Biray	Makato
Dr. Kyzil D. Lipar	Madalag
EPS Ma. Corazon R. Panaligan	Malinao
EPS Marth S. Tropa	New Washington
EPS Rebecca R. Ibarreta	Nabas
EPS Marivic I. Tolentino	Batan
EPS Ariel Z. Zubiaga	Libacao
EPS Johann C. Cawaling	Banga
SEPS Edna Ayon	Tangalan
SEPS Rita Rey	Numancia
SEPS Mar Bien Gregory Parel	Kalibo II
EPSt Ma. Theresa L. Lao	Malay
EPSt Hajji S. Tropa	Balete
EPSt June Patricio	Lezo
EPSt Roland Democrito	Buruanga
EPSt Apple Oquendo	Ibajay-East
PO III Melgie C. Villareal	Ibajay-West