



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

April 07, 2025

DIVISION MEMORANDUM

No. **196** s. 2025

DIVISION CHECKING COMMITTEE (DCC) SCHEDULE OF CHECKING OF SCHOOL FORMS FOR SY 2024-2025

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Planning Officer III
School Heads of Public and Private Elementary, Secondary
and Integrated Schools
All Others Concerned

1. Relative to the DepED Order No. 11, s. 2018, titled, **Guidelines on the Preparation and Checking of School Forms (SFs)**, there will be an on-site checking of school forms by the Division Checking Committee on April 9, 10 and 11, 2025.
2. The School Checking Committee (SCC) shall conduct the checking of school forms before the schedule of the Division Checking Committee.
3. The composition of DCC is found in the Inclosure No. 1 for reference.
4. Materials, transportation, and other expenses incurred by the DCC will be charged against SDO funds, while expenses of the school will be charged to the school MOOE subject to the usual government accounting and audition rules and regulations.
5. Involved Personnel are entitled to service credits in accordance with DepED Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for overtime service rendered.
6. Immediate dissemination and compliance with this memorandum are desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Inclosure : As stated

Reference : DO No. 11, s. 2018

To be indicated in the Perpetual Index

under the following subjects:

BASIC EDUCATION

DATA

FORMS

LEARNERS

POLICY

SCHOOLS

/MCV



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Inclosure No. 1 to Division Memorandum No. **196**, s. 2025

A. Composition of Division Checking Committee

- Chairperson : CES Dobie P. Parohinog
Vice Chairmen : CES Michael T. Rapiz
PSDS Apolonio C. Payba (Altavas)
PSDS Lucita P. Recidoro (Banga)
PSDS Idy R. Pedrita (Ibajay I & Ibajay II)
PSDS Marcelle I. Briones (Kalibo I & Kalibo II)
PSDS Joyce M. Toriaga (Madalag)
PSDS Jessie S. Flores (Malay & Nabas)
PSDS Louie B. Zorolla (Malinao & Batan)
PSDS Ariel Z. Zubiaga (New Washington)
PSDS Jude Ulysses V. Ruiz (Libacao)
PSDS Kenneth B. Revestir (Lezo & Makato)
PSDS Joyce M. Toriaga (Numancia)
PID Wilma N.Castro (Madalag)
PID Rosa S. Sualog (Buruanga)
HTID Rowena L. Birol (Balete)

Members :

EPS/SEPS/SEPSt	Schools' District to Check
CES-SGOD Michael T. Rapiz	Altavas
EPS Mary Cherry Lynn M. Tabernilla, EdD	Balete
EPS Darren N. Naelgas	Banga
EPS Charlie I. Ureta	Batan
AO V Roland R. Democrito	Buruanga
EPSt John Rey G. Maagma	Ibajay II
EPSt Apple Gay M. Oquendo	Ibajay I
CES-CID Dobie P. Parohinog PhD	Kalibo I & II
SEPS Mar Bien Gregory G. Parel UAP	Lezo
EPS Divina I. Barrera	Libacao
EPS Johann C. Cawaling	Madalag
EPS Kyzil D. Lipar PhD	Makato
EPS Edselyn T. Biray PhD	Malay
EPSt John C. Marciales	Malinao
EPS Haji S. Tropa	Nabas
EPS Rebecca R. Ibarreta	New Washington
EPS Marth S. Tropa	Numancia
SEPS Leila L. Pamati-an	Tangalan

