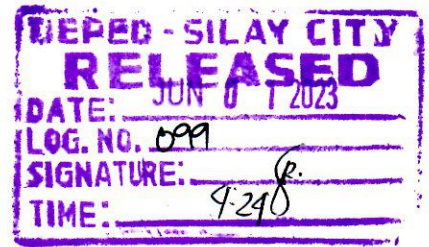




Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OFFICE OF SILAY CITY



June 1, 2023

DIVISION MEMORANDUM  
No. 195, s. 2023

**COMPOSITION OF DIVISION CHECKING COMMITTEE (DCC) AND  
GUIDELINES ON THE CHECKING OF SCHOOL FORMS  
FOR THE YEAR- END SY 2022-2023**

TO : OIC Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools district Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. The field is hereby informed of the guidelines on the preparation and Composition of Division Checking Committees (DCC) for the Year End School Forms, School Year 2022-2023, to wit:

**TEAM COMPOSITION**

TEAM A	Chairman :	Juliet P. Quezon
	Vice Chairmen:	Henden L. Guarte Emily D. Claro, EdD
	Members	Rommel C. Fuentes Albino A. Berioso Carla Barzo
TEAM B	Chairman :	Carmel Joy P. Aujero, PhD
	Vice-Chairmen	Jocylene A. Dawal Melanie M. Ugbamen Zenia I. Billones
	Members :	Leopoldo A. Fernandez Ma. Leilanie G. Javines Edgardo Ibanez

TEAM C  
Chairman : Daisy Lopez  
Vice Chairmen: Randy B. Quiapo  
Clea L. Agudon  
Members : Joebert A. Liboon  
Remia T. Busel  
Rofely Napoles

TEAM D  
Chairman : Richard Esparagoza  
Vice-Chairmen: Carmelita Sumaylo  
Gerardo Artieda  
Members : Catherine Apusaga  
Judito Iligan

2. The DCC shall conduct the Division Level checking of Forms for grade levels that shall move/graduate (kinder, Grades 6, 10 and 12) prior to the school's schedule for moving up / commencement exercises. The checking for other grade levels may start after the 4<sup>th</sup> quarter examination until the 1<sup>st</sup> week of August 2023.
3. Kinder, Grade 1, Grade 6, Grade 7, Grade 10 & 12 shall be the priority grade levels for checking. Thus, more sections in these grade levels shall be subjected to the checking of forms. Table 3 provides a guide on how to determine the number of sections that shall be checked for each school type. (Table 3- School Size Sample Guide, refer to page 8 of DepEd Order No. 11,s. 2018, dated March 7, 2018)
4. List of schools to be checked by each assigned team is found in Enclosure No. 1 of this Memorandum.
5. Immediate and widest dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: DO No. 009, s. 2023  
Enclosure: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

**GRADUATION                      PROGRAM                      SCHOOLS**

Enclosure No.1 to Division Memorandum 197, s. 2023

**LIST OF SCHOOLS TO BE CHECKED BY THE  
DIVISION CHECKING COMMITTEE (DCC)**

**TEAM A**

- |                                      |                               |
|--------------------------------------|-------------------------------|
| 1. Silay South Elementary School     | 6. Guimbalaon Elem. School    |
| 2. Sto. Rosario Elementary School    | 7. Lantawan Integrated School |
| 3. Don Serafin Gamboa Elem. School   | 8. Patag Diotay Elem. School  |
| 4. Don Serafin Golez                 |                               |
| 5. Don E. Hofilena Elementary School |                               |

**TEAM B**

- |                                  |                                 |
|----------------------------------|---------------------------------|
| 1. Silay North Elem. School      | 8. Mambulac Elem. School        |
| 2. Bongol Elem. School           | 9. DHHTMES                      |
| 3. Lantad Elem. School           | 10. Patag Elem. School          |
| 4. DADDJIS                       | 11. Tayap Elem. School          |
| 5. Camantero Elem. School        | 12. Dominador Jison Elem School |
| 6. Emiliano Lizares Elem. School | 13. Napilas IS                  |
| 7. Hinicayan Elem. School        | 14. Patag Extension Class       |

**TEAM C**

- |                            |                              |
|----------------------------|------------------------------|
| 1. GEGMES                  | 6. E. Lopez Elem. School     |
| 2. HPCo. Elem School       | 7. Adela Elem. School        |
| 3. Mambag-id Elem. School  | 8. Violeta Is                |
| 4. La Pur Con Elem. School | 9. Benita Jarra Elem. School |
| 5. HPCo. Extension Class   |                              |

**TEAM D**

- |                                  |                             |
|----------------------------------|-----------------------------|
| 1. DMLMHS                        | 6. BELNHS                   |
| 2. Silay SPED Center             | 7. Don Felix T. Lacson MNHS |
| 3. Sibato IS                     | 8. BGNHS                    |
| 4. Angeles Montinola Farm School | 9. Guinhalaran IS           |
| 5. Guinhalaran IS                |                             |