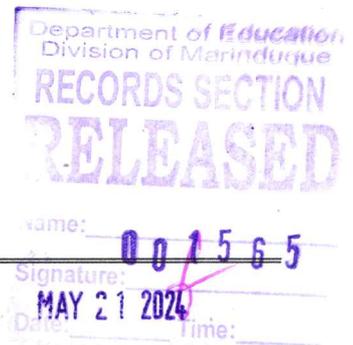




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

To : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Division Checking Committee  
School Checking Committee  
School Administrators of Private Schools  
Principal, Marinduque State College-Laboratory School  
All Others Concerned

From :  **LYNN G. MENDOZA, EdD**  
OIC – Schools Division Superintendent

Subject: **PREPARATION AND CHECKING OF SCHOOL FORMS FOR SY 2023-2024**

Date : May 20, 2024

1. Pursuant to DepEd Order No. 11, s. 2018 titled “Guidelines on the Preparation and Checking of School Forms”, this Office issues this Memorandum for the preparation, updating, and evaluation of school forms for SY 2023-2024.
2. In connection with this, the Office of the Schools Division Superintendent through the Division Checking Committee will conduct an Online Re-Orientation on the Preparation and Checking of School Forms for SY 2023-2024 on May 22, 2024, 8:00-12:00nn via MS Teams. Link shall be posted in the official group chat of elementary, secondary, and private schools.
3. This activity aims to:
  - a. ensure the accuracy, validity, and reliability of data of the learner’s;
  - b. provide a common understanding of the new data/information requirements, concepts, and definitions;
  - c. ensure that the School Checking Committee are informed of the processes and protocols in the preparation and checking of forms; and
  - d. provide technical assistance.

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Lead to Excel. Excel to Lead.”*



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4. Participants to this activity are Division Checking Committee (DCC) and School Checking Committee (SCC) of both public and private schools composed of the following:

a. Division Checking Committee

- i. DCC Chair – Chief, Curriculum Implementation Division (CID);
- ii. Vice Chairs – Chief, School Governance and Operations Division (SGOD) and Public Schools District Supervisors (PSDS)
- iii. Members – Education Program Supervisors (CID) to be identified by the Chair, Senior Education Program Specialist for Planning and Research (SGOD), Planning Officer (SGOD), and other Division personnel to be identified by the Chair and Vice Chair.

b. School Checking Committee (SCC)

- i. SCC Chair – School Head
- ii. Vice Chair – School System Administrator/s for LIS/EBEIS for Enrollment Count and Learner Profile focus on LIS-related issues and school report generation
- iii. Vice Chair – School personnel to be identified by the SCC Chair for Curriculum and Assessment

5. The said activity shall be subject to the no-disruption-of-classes policy as stipulated in DepEd Order No. 9, s. 2005 titled “Instituting Measures to Increase Engaged Time-On-Task.” School Heads are advised to make necessary arrangements to avoid disruption of classes in view of the above mentioned DepEd Order.

6. Immediate dissemination of the contents of this Memorandum is desired.

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