



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 283, s. 2024

TO: Asst. Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors

SUBJECT: **CONDUCT OF DIVISION DISTRICT-BASED CHECKING AND
 VALIDATION OF SCHOOL FORMS**

DATE: May 15, 2024

1. In preparation for End of School Year closing ceremonies, updating and evaluation of school forms for SY 2023-2024, this Office hereby announces the conduct of checking and validation of school forms:

School Level	Division District-Based
May 20-21, 2024	May 22-24, 2024

2. This activity aims to ensure the correctness of data in each learner's document as reflected in the school forms. Relative to this, class advisers shall present the SFCR duly signed by the school level checking committee along with all other forms and documents needed for the said activity.


3. The checking shall be done at the district office and spearheaded by the following team composition.

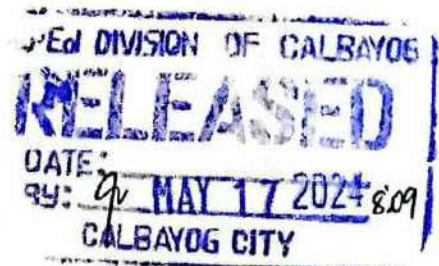
DR. RENATO S. CAGOMC. EdD, DM OVERALL CHAIRPERSON			
DR. AVELINA P. TUPA CO-CHAIR			
DISRICT	PSDS/ CID Representative	EPS/ CID Representative	SGOD Representative
Calbayog 1	Nora G. Capetillo	Dr. Geraldine P. Sumbise	Sophia C. Monteron
Calbayog 2	Ma. Teresa S. Simon	Joshua Sherwin T. Lim	Asther E. Bachar
Calbayog 3	Anabelle O. Yangzon	Dr. Joy B. Saldana	Marian C. Advincula
Calbayog 4	Jose O. Abon	Dr. Nelson R. Bello	Ma. Bella B. Ortiz
Calbayog 5	Reynaldo T. Bernales	Arnold M. Jaraba	Galina V. Panela
Calbayog 6	Ester A. Siozon	Rina M. Aboganda	Rosalia M. Rivera
Oquendo 1	Noemi S. Castante	Ricky A. Cano	Sharon D. Balza

DEPARTMENT OF EDUCATION REGION VIII - SCHOOLS DIVISION OF CALBAYOG CITY

Oquendo 2	Benedicto M. Merales	Dr. Lourdes L. Matan	Ma. Benjie B. Senora
Oquendo 3	Ma. Gina U. Moreno	Avelina P. Tupa	Nikki Ivy S. Dollado
Tinambacan 1	Alma R. Caber	Dr. Erwin L. Purcia	Carren Meryl A. Cabadsan
Tinambacan 2	Elbert G. Ongacal	Dr. Renato S. Cagomoc	Oscar D. Billate, Jr.
Tinambacan 3	Noel E. Sagayap	Beverly C. Longcop	Patria G. Lapara

4. Further, schools are advised to place the SF5, SF1, diploma and certificates in an envelope with a **district-colored label** for easy tracking.
5. This Memorandum shall serve as **travel order** for the members of the validation team to their respective posts. Expenses incurred in this activity shall be charged against local/school fund, subject to the availability of funds and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

For: 
MARGARITO A. CADAYONA JR.
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



SGOD-PRS-YENG