



**Republic of the Philippines**  
**Department of Education**  
 REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

June 24, 2022

DIVISION MEMORANDUM  
 No. 296 s. 2022

To: Assistant Schools Division Superintendents  
 Chiefs, CID and SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 All Concerned

**CHECKING OF SCHOOL FORMS AS PRESCRIBED IN DEPED ORDER NO. 11, S 2018 (GUIDELINES ON THE PREPARATION AND CHECKING OF SCHOOL FORMS)**

1. Pursuant to DepEd Memorandum No. 37 s. 2022, titled: Resumption of Implementation of the Policy on Checking of School Forms as Prescribed in DepEd Order No. 11, S 2018 (Guidelines on the Preparation and Checking of School Forms), the Department of Education is resuming the onsite conduct of annual checking of forms with the participation of the Division Checking Committee (DCC) on June 27 – July 1, 2022. (Signing of certificate/diploma will be done as soon as checking of school forms is completed).





2. The School Head should ensure that there is a School Checking Committee (SCC), as per DepEd Order 11 s. 2018, SCC is composed of

- School Head – Chair
- US / ICT Coordinator or Senior High School Registrar - Vice Chair
- School Personnel (Curriculum and Assessment) - Vice Chair

3. Without prejudice to the national and local government-imposed protocols and restrictions pertaining to physical reporting to schools and offices, the checking committees shall perform the physical checking of school forms with the presence of the class adviser and examine the document vis-a-vis the Learner Information System (LIS) data as appropriate. Below are the allowed activities during checking depending on IATF assessment of alert levels

Alert Level 1	Alert Level 2	Alert Level 3 and Above
Onsite physical checking of school forms of SCC and	Combination of onsite and online checking of	Online checking of school forms of SCC.



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DCC as prescribed in DO 11, s. 2018	school forms depending on the gravity of COVID-19 situation in the locality. DCC is required to participate as prescribed in DO 11, s. 2018	DCC is not required to participate as stipulated in DM 0 14,s-2021
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4. All applicable provisions of DM 14, s. 2021 titled, Interim Guidelines on the Preparation of, Submission, and Checking of School Forms for the School Year 2020-2021 are extended for SY 2022-2023 with consideration to Paragraph 3 of this policy.
5. Other details and guidelines are indicated in the attached memorandum.
6. Immediate dissemination of and compliance with this Memorandum is directed

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

REA/DM NO. 296 S.2022  
BU-16149 06/24/2022



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