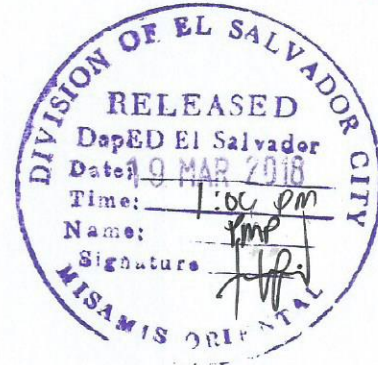


DIVISION MEMORANDUM

No. 07 s, 2018

To: Public Elementary Schools  
Public Secondary Schools  
All Concerned Personnel  
This Division



From: **AGUSTINES E. CEPE, Ph.D., CESO VI**  
Schools Division Superintendent

Subject: Composition of the Division Checking Committee (DCC)  
for School Forms

Date: March 19, 2018

1. To facilitate timely, consistent, and quality checking of school forms, a Division Checking Committee (DCC) is created which shall be composed of the following:

Chair: ALIENA S. DAJAY  
Assistant Schools Division Superintendent

Vice- Chair: ROLLY B. LABIS  
Chief- School Governance and Operations Division (SGOD)

Members: FRITZIE C. SILLABE  
Education Program Supervisor

KEVIN B. ASEQUIA  
Planning Officer III

NILO L. LOMONGO  
Education Program Specialist II

HERMINIGILDO B. PANTIN  
Education Planning Officer II

2. The Division Checking Committee are expected to check and familiarize the guidelines stipulated in DepEd Order 11, s. 2018 re: *Guidelines on the Preparation and Checking of School Forms* to effectively perform their duties and responsibilities.
3. Immediate dissemination of this Memorandum is enjoined.