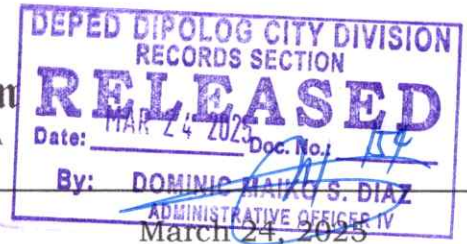




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



**DIVISION MEMORANDUM**

No. 04, s. 2025

**ANNUAL DIVISION CHECKING OF SCHOOL FORMS FOR SY 2023-2024**

To: **All Public Elementary and Secondary School Heads**  
**All Public School District Supervisors**  
**All Members of the DCC**  
**All Other Concerned**

1. In reference to DepEd Order No. 11, series of 2018 titled Guidelines on the Preparation and Checking of School Forms, and D.O 3, series of 2024 titled Amendment to DepEd Order No. 22, series of 2023, this office officially announces the commencement of the conduct of the Division Checking of school forms on the following schedules:

| Date           | Days     | Grade levels                                       |
|----------------|----------|--|
| April 10, 2025 | Thursday | Priority grade levels (K, 6, 10, and 12)           |
| April 11, 2025 | Friday   | Other Grade levels (Grades 1,2,3,4,5,7,8,9 and 11) |

2. All school heads of the schools concerned must be present on the above-scheduled date to assist the *Division Checking Committee* on this activity.
3. The DCC shall ensure that all classes in the SF6 are also reflected in the SFCR1 signed by the SCC. All classes at all levels shall be included in the list to be raffled for drawing lots. The DCC shall conduct the raffle on the actual day (April 10 & 11, 2025) of checking, ensuring the representation of priority and other grade levels as provided in *Enclosure A*. **NO raffle or drawing of lots shall be made BEFORE the day of the actual checking.**
4. The DCC must submit the SFCR3 with the official report of the findings and recommendations to the office of the Schools Division Superintendent *Not* later than April 30, 2025.
5. Preparation by schools of food or refreshments during the checking of forms by the DCC is discouraged. All involved are enjoined to bring their own food provision to avoid unnecessary expenses using the MOOE and/or contribution from teachers.
6. If the designated number of days for review is insufficient and the activity extends into a Saturday and or Sunday, the attendance of Teaching and Non-



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

---

Teaching personnel shall be granted service credits pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credit of Teachers) and Compensatory Time-Off (CTO) per CSC-DBM Joint Circular No.2, s. 2004 (Non-Monetary Remuneration for Overtime Services), whichever is appropriate and applicable.

7. Immediate dissemination of and strict compliance with this memorandum is directed.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

*Ref: DO 11 s. 2023/DO 3 s. 2024  
Encl: As stated  
CID / ADM/DM-DCC  
March 24, 2025*

## Enclosure A

**DCC Grouping , Schedule and Venue of Forms Checking for SY 2024-2025**

| <b>District</b>         | <b>Names</b>                 | <b>Schools</b>  | <b>DCC Venue for Checking</b>                                      |
|-------------------------|------------------------------|---|--|
| <b>South District A</b> | <b>DCC Members:</b>          | Sta. Cruz ES, Olingan South ES, Olingan ES, Laoy Olingan ES, AQUMATSHS  | Olingan Elementary School for Elementary ; AQUMATSHS For Secondary |
|                         | EPS Jessie P. Samaniego      |   |  |
|                         | PSDS Maria Liza Valdehueza   |   |  |
|                         | <b>School Heads:</b>         |   |  |
|                         | Susana B. Perong             |   |  |
|                         | Ferdinand B. Dinampo         |   |  |
|                         | Ma. Grace P. Dinampo         |   |  |
|                         | Susan O. Padayhag            |   |  |
| <b>South District B</b> | <b>DCC Members:</b>          | Sinaman IS, San Jose ES, San Alfonso ES, Punta CS Punta NHS   | Sinaman Integrated School  |
|                         | Chief Amelinda D. Montero    |   |  |
|                         | EPS Edgardo Cabalida         |   |  |
|                         | PSDS Genevieve Miranda       |   |  |
|                         | <b>School Heads:</b>         |   |  |
|                         | Emil Banua                   |   |  |
|                         | Aussie Charity Calibo        |   |  |
|                         | Juhaira Hussien              |   |  |
| <b>South District C</b> | <b>DCC Members:</b>          | Sangkol ES, Cogon ES, Diwan ES, Guinsangaan ES, Pamansalan ES, Virginia ES, Kepiyanan ES, Linay ES, Cogon NHS, Pamansalan ETHS and Cayasan ES | Cogon Elementary Schools for Elementary Schools                    |
|                         | PSDS Olalio D. De los Santo  |   |  |
|                         | EPS Cherry Mae Eltanal       |   |  |
|                         | Marie Antoinette F. Nazareth |   |  |
|                         | <b>School Heads:</b>         |   | Cogon National High Schools for Secondary Schools                  |
|                         | Macias D. Regañon Jr.        |   |  |
|                         | Jazelda D. Sy                |   |  |
|                         | Venus Catipay                |   |  |
|                         | Khings Novie Soya            |   |  |
|                         | Candelaria Mwercaadera       |   |  |
|                         | Jayson Dapiton               |   |  |
|                         | Lindy Lou Pasco              |   |  |
|                         | Ma. Lisa E. Valdehueza       |   |  |
|                         | Noel G. Solis                |   |  |
|                         | Neil Nonato Sebastian        |   |  |
|                         |                              |   |  |
|                         |                              |   |  |
| <b>West District A</b>  | <b>DCC Members:</b>          | MECS, Sta. Filomena, Sta Isabel ES, Tubod IS, MNHS & Magsaysay ES   | MNHS for Secondary Schools   |
|                         | Rambelle C. Flores           |   |  |
|                         | EPS Melanie B. Bantilan      |   |  |
|                         | PSDS Petrush Macute          |   | MECS for Elementary Schools  |
|                         | <b>School Heads:</b>         |   |  |
|                         | Kent C. Adolfo               |   |  |
|                         | Gina D. Regencia             |   |  |
|                         | Mecherose Saladaga           |   |  |
|                         | Ma. Teresita L. Ronolo       |   |  |
|                         | Jonald Noli                  |   |  |
|                         | Rustom P. Camahalan          |   |  |
|                         | Gemini P. Noel               |   |  |
| <b>West District B</b>  | <b>DCC Members:</b>          | Galas ES, Galas NHS   | Galas ES For Elementary ; Galas National High School for Secondary |
|                         | PSDS Bernie Laranjo          |   |  |
|                         | EPS Ronillo S. Yarag Jr.     |   |  |
|                         | <b>School Heads:</b>         |   |  |
|                         | SH Georgina G. Cielo         |   |  |
|                         | SH Rey A. Adriatico          |   |  |



| DCC Grouping , Schedule and Venue of Forms Checking for SY 2024-2025 |  |   |   |
|--|--|---|---|
| District   | Names  | Schools   | DCC Venue for Checking  |
| East A   | <b>DCC Members:</b>  |   |   |
|  | PSDS Adrian G. Refugio   | Estaka Central School                                 |   |
|  | EPS Edgar E. Dingal  | ZNNHS Main  | ZNNHS for Secondary   |
|  | Luisiano Murro, Jr.  |   |   |
|  | Crispo Gahisan   |   | Estaka Central School<br>for Elementary   |
|  | <b>School Head:</b>  |   |   |
|  | Sunny Zapanta  |   |   |
| East B   | Joselito Tizon   |   |   |
|  | <b>DCC Members:</b>  | Minaog ES   |   |
|  | Chief Nur N. Hussien   | Sto. Nino ES  |   |
|  | PSDS Lyn Carpio  | Upper Dicayas IS                                      |   |
|  | Alan D. Chiu   | Gulayon IS  |   |
|  | Atty. Terence Belangoy   | Linabo ES   |   |
|  | <b>School Heads:</b>   | Lugdungan ES  |   |
|  | Elmer Omandam  | Dicayas ES  |   |
|  | Ramil Adaro  | St. John ES   |   |
|  | Leonardo Obnimaga  |   |   |
|  | Ferdinand Cornelio   |   |   |
|  | Ma. Riza Lagroma   |   |   |
|  | Jimmy Gemina   |   |   |
|  | Verlina Torres   |   |   |
|  | Erma Ajero   |   |   |
| East District C  | <b>DCC Members:</b>  |   |   |
|  | PSDS Rossalyn Montealto;<br>EPS Cherilyn Allen; EPS<br>Serapino Estebat, Jr. | Zamboanga Del Norte<br>National High School-<br>Turno |   |
|  | EPS Reila Angela Josol   |   |   |
|  | <b>School Heads:</b>   | Turno Elementary<br>School                            |   |
|  | Virginia Tagab   |   |   |
|  | Psyche Macute  |   |   |
|  |  |   |   |
| North District A   | <b>DCC Members:</b>  | DPDS, SPED Center,<br>DCNHS                           | Dipolog Pilot Demonstration<br>School   |
|  | PSDS Jovencia Samante  |   | for Elementary Schools  |
|  | EPS Dexter Elumba  |   |   |
|  | Jesel B. Chiu  |   | Dipolog City National High School   |
|  | <b>School Heads:</b>   |   | for Secondary School  |
|  | Remegio D. Gabonada  |   |   |
|  | Loela Ben-Eli  |   |   |
| North District B   | Remryan Rebutazo   |   |   |
|  | <b>DCC Members:</b>  | Biasong ES, Barra ES,<br>Sicayab ES, Sicayab<br>NHS   | Barra ES for Elementary Schools;<br>Sicayab National High School for<br>secondary schools |
|  | PSDS Vilma Velasco   |   |   |
|  | EPS Monina Antiquina   |   |   |
|  | Marie Refugio  |   |   |
|  | <b>School Heads:</b>   |   |   |
|  | Nora A. Llorito  |   |   |
|  | Sharika D. Jumawan   |   |   |
|  | Annabel B. Gatchalian  |   |   |
|  | Gina O. Regañon  |   |   |
|  |  |   |   |
|  |  |   |   |

| DCC Grouping , Schedule and Venue of Forms Checking for SY 2024-2025 |                 |         |                        |
|--|-----------------|---------|------------------------|
| District   | Names           | Schools | DCC Venue for Checking |
| Schedule of Checking &<br>other DCC Activities:                      | Date            |         |                        |
| 12)  | April 10 , 2025 |         |                        |
| ALS Checking of Form   |                 |         |                        |
| Other Grade levels   | April 11, 2025  |         |                        |
| Submission date of SFCR<br>3 Data                                    | April 30, 2025  |         |                        |

| Enclosure B   |   |                |            |                                   |                                  |                   |
|---|---|----------------|------------|-----------------------------------|----------------------------------|-------------------|
| Sample Classes for School Forms Checking (SY 2024-2025) |   |                |            |                                   |                                  |                   |
| District/School   | *Combined Enrolment population K, G1 and G6/Combined Grade 7 and 10/ Combined Grade 11 and 12 |                |            | % of the Total Combined Enrolment | Estimated Minimum No. of Classes | Other Grade Level |
|   | Population  | No. of Classes | School     |                                   |                                  |                   |
| North District A  |   |                |            |                                   |                                  |                   |
| DPDS  | 908   | 24             | Very Large | 10%                               | 7                                | 4                 |
| SPED Center   | 94  | 4              | Very Small | 100%                              | all                              | 2                 |
| Dipolog Cith NHS (JHS)                                  | 307   | 10             | Medium     | 30%                               | 5                                | 2                 |
| (SHS)   | 319   | 10             | Medium     | 30%                               | 5                                | 2                 |
| North District B  |   |                |            |                                   |                                  |                   |
| Biasong ES  | 65  | 3              | Very Small | 100%                              | all                              | 2                 |
| Barra ES  | 181   | 6              | Small      | 50%                               | 4                                | 2                 |
| Sicayab ES  | 403   | 12             | Medium     | 30%                               | 5                                | 2                 |
| Sicayab NHS (JHS)                                       | 296   | 8              | Small      | 50%                               | 4                                | 2                 |
| (SHS)   | 288   | 8              | Small      | 50%                               | 4                                | 2                 |
| South District A  |   |                |            |                                   |                                  |                   |
| Sta. Cruz ES  | 270   | 9              | Small      | 50%                               | 4                                | 2                 |
| Olingan South ES  | 200   | 6              | Small      | 50%                               | 4                                | 2                 |
| Laoy Olingan ES   | 124   | 6              | Small      | 50%                               | 4                                | 2                 |
| Olingan ES  | 121   | 5              | Small      | 50%                               | 4                                | 2                 |
| AQUMATSHS (JHS)   | 174   | 7              | Small      | 50%                               | 4                                | 2                 |
| (SHS)   | 124   | 5              | Small      | 50%                               | 4                                | 2                 |
| South District B  |   |                |            |                                   |                                  |                   |
| Sinaman IS (Elem)                                       | 151   | 5              | Small      | 50%                               | 4                                | 2                 |
| (JHS)   | 55  | 2              | Very Small | 100%                              | all                              | 2                 |
| (SHS)   | 22  | 3              | Very Small | 100%                              | all                              | 2                 |
| San Jose ES   | 43  | 3              | Very Small | 100%                              | all                              | 2                 |
| San Alfonso ES  | 60  | 3              | Very Small | 100%                              | all                              | 2                 |
| Punta CS  | 239   | 7              | Small      | 50%                               | 4                                | 2                 |
| Punta NHS (JHS)   | 425   | 12             | Medium     | 30%                               | 5                                | 2                 |
| (SHS)   | 483   | 14             | Medium     | 30%                               | 5                                | 2                 |
| South District C  |   |                |            |                                   |                                  |                   |
| Sangkol ES  | 93  | 4              | Very Small | 100%                              | all                              | 2                 |
| Cogon ES  | 150   | 4              | Small      | 50%                               | 4                                | 2                 |
| Diwan ES  | 86  | 3              | Very Small | 100%                              | all                              | 2                 |
| Guinsangaan ES  | 28  | 3              | Very Small | 100%                              | all                              | 2                 |
| Pamansalan ES   | 56  | 3              | Very Small | 100%                              | all                              | 2                 |
| Virginia ES   | 19  | 3 (MG)         | Very Small | 100%                              | all                              | 2                 |
| Kepiyaanan ES   | 10  | 3 (MG)         | Very Small | 100%                              | all                              | 2                 |
| Linay ES  | 23  | 3 (MG)         | Very Small | 100%                              | all                              | 2                 |
| Cogon NHS (JHS)   | 241   | 7              | Small      | 50%                               | 4                                | 2                 |
| (SHS)   | 210   | 8              | Small      | 50%                               | 4                                | 2                 |
| Pamansalan ETHS (JHS)                                   | 88  | 3              | Very Small | 100%                              | all                              | 2                 |
| (SHS)   | 75  | 3              | Very Small | 100%                              | all                              | 2                 |
| Cayasan ES (Elem)                                       | 34  | 3              | Very Small | 100%                              | all                              | 2                 |
| (JHS)   | 13  | 1              | Very Small | 100%                              | all                              | 0                 |
| East District A   |   |                |            |                                   |                                  |                   |
| Estaka CS   | 657   | 21             | Large      | 20.00%                            | 6                                | 3                 |
| ZNNHS (JHS)   | 811   | 17             | Very Large | 10.00%                            | 7                                | 4                 |
| SHS)  | 1446  | 31             | Huge       | 5%                                | 8                                | 5                 |
| East District B   |   |                |            |                                   |                                  |                   |



|                         |       |        |            |         |     |   |
|-------------------------|-------|--------|------------|---------|-----|---|
| (JHS)                   | 81    | 3      | Very Small | 100%    | all | 2 |
| (SHS)                   | 38    | 4      | Very Small | 100%    | all | 2 |
| Gulayon IS (Elem)       | 288   | 9      | Small      | 50%     | 4   | 2 |
| (JHS)                   | 125   | 4      | Small      | 50%     | 4   | 2 |
| (SHS)                   | 48    | 2      | Very Small | 100%    | all | 2 |
| Minaog ES               | 206   | 8      | Small      | 50.00%  | 4   | 2 |
| Sto. Nino ES            | 72    | 3      | Very Small | 100.00% | all | 2 |
| Dicayas ES              | 76    | 3      | Very Small | 100.00% | all | 2 |
| Linabo ES               | 17    | 3 (MG) | Very Small | 100.00% | all | 2 |
| East District C         |       |        |            |         |     |   |
| Turno ES                | 398   | 11     | Medium     | 30%     | 5   | 2 |
| ZNNHS-Turno (JHS)       | 1,285 | 28     | Huge       | 5%      | 8   | 5 |
| (SHS)                   | 1,512 | 29     | Huge       | 5%      | 8   | 5 |
| West District A         |       |        |            |         |     |   |
| Miputak East CS         | 443   | 16     | Medium     | 30%     | 5   | 2 |
| Sta. Filomena IS (Elem) | 284   | 9      | Small      | 50%     | 4   | 2 |
| (JHS)                   | 117   | 4      | Small      | 50%     | 4   | 2 |
| Tubod IS (Elem)         | 127   | 5      | Small      | 50%     | 4   | 2 |
| (JHS)                   | 51    | 2      | Very Small | 100%    | all | 2 |
| Miputak NHS (JHS)       | 359   | 9      | Medium     | 30%     | 5   | 2 |
| (SHS)                   | 33    | 1      | Very Small | 100%    | all | 2 |
| Magsaysay ES            | 128   | 5      | Small      | 50%     | 4   | 2 |
| Sta. Isabel ES          | 229   | 8      | Small      | 50%     | 4   | 2 |
| West District B         |       |        |            |         |     |   |
| Galas ES                | 850   | 26     | Very Large | 10%     | 7   | 4 |
| Galas NHS (JHS)         | 735   | 20     | Large      | 20%     | 6   | 3 |
| (SHS)                   | 799   | 20     | Large      | 20%     | 6   | 3 |

|   |                       |                                     |                    |
|---|-----------------------|-------------------------------------|--------------------|
| Reference : D. O. No. 11, s. 2018   |                       |                                     |                    |
|   |                       |                                     |                    |
| Size of School* Based on combined enrollment in the priority grade levels | Priority Grade Levels |                                     | Other Grade levels |
|   | Percentage            | Estimated Minimum Number Of classes |                    |
| Very small (99 and below)   | 100%                  | all                                 | 2                  |
| Small (100 to 299)  | 50%                   | 4                                   | 2                  |
| Medium (300 to 499)   | 30%                   | 5                                   | 2                  |
| Large (500 to 799)  | 20%                   | 6                                   | 3                  |
| Very Large (800 to 999)   | 10%                   | 7                                   | 4                  |
| Huge (1,000 and above)  | 5%                    | 8                                   | 5                  |