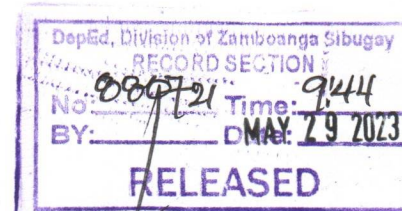




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



25 May 2023

DIVISION MEMORANDUM

No. 296, s. 2023

COMPOSITION OF SCHOOL CHECKING COMMITTEE (SCC), ITS ROLES AND RESPONSIBILITIES

TO: OIC - Assistant Schools Division Superintendent
SGOD and CID Chiefs
PSDSs/District in-Charge
Heads of Public, SUCs, and Private Schools
District Planning and Research Coordinators
All Others Concerned
This Division

1. In compliance with DepEd Order No. 11, s. 2018 specifically paragraph V, sub-item 2.1, the School Checking Committee (SCC) shall be composed of the following:

Chair	School Head
Vice-Chairs	
1. Enrollment Counts & Learner Profile	LIS/BEIS Coordinator/ICT Coor/System Admin
2. Curriculum & Assessment	<i>School Head shall designate the most capable school personnel</i>
Member/s	
1.	School M and E Coordinator
2.	
3.	
Note:	
Schools with three (3) or more sections in each grade level may organize sub-committees comprised of the class advisers	

2. The SCC is expected to:

- conduct a pre-checking activity involving the thorough review of all learners' records for all classes in preparation for the scheduled checking of forms with the DCC.
- communicate with the Division Checking Committee regarding the schedule for the checking of forms and other necessary arrangements.
- discuss the result and findings of the DCC during the checking process.





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3. Class advisers and School Heads shall perform the following upon completion of all requirements and relevant documents (*Table 2 of Part 2.2 – Roles and Functions of SCC*):

Responsible Person	References (Documents to be Checked)	Output (Reports/Forms to be Validated)
Class Advisers	<p><i>Compile supporting documents on the learner's eligibility for admission, such as:</i></p> <ul style="list-style-type: none">• PSA Birth Certificate/other relevant documents (As mentioned in DO 3, s. 2018 re Basic Education Enrolment Policy, in the absence of PSA Birth Certificate, the parent or guardian must submit a <u>Birth Certificate</u> (late registration) from the local civil registrar or a <u>barangay certification containing the basic info. of the child such as: Name of the Child (First Name, Middle Name, Last Name), Name of Parents, Date of Birth, and Sex.</u>• SF 9• SF 10• For Kindergarten, ECCD Checklist, Kindergarten Progress Report, and Certificate of Completion for Kinder• PEPT/PVT/A & E Certificate (if applicable)	<p>Ensure that the ff. SFs generated from the LIS are correct:</p> <ul style="list-style-type: none">• SF 1 – School Register• SF 2 – Learner Daily Attendance Report (for the months of May and June only)• SF 5 – Report on Promotion and Level of Proficiency including:<ul style="list-style-type: none">✓ SF 5-K✓ SF 5 – Elem, JHS✓ SF 5 A – SHS✓ SF 5 B – SHS
School Heads	<p><i>Prepare Summary Report using the ff. references provided by the class advisers:</i></p> <ul style="list-style-type: none">• SF 1 – School Register• SF 2 – Learner Daily Attendance Report (for the months of May and June only)• SF 5 – Report on Promotion and Level of Proficiency including:<ul style="list-style-type: none">✓ SF 5-K	<p>Ensure that the ff. SFs are generated from the LIS correct:</p> <ul style="list-style-type: none">• SF 4 – Monthly Learner Movement and Attendance Report (for the months of May and June only)• SF 6 – Summarized Report on





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	✓ SF 5 – Elem, JHS ✓ SF 5 A – SHS ✓ SF 5 B - SHS	Promotion and Level of Proficiency
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4. Part B (*During Reading and Checking of Forms at the School Level*) mentions the following procedures:
- Sub-committees per grade level (*in large schools*) or whatever structure deemed efficient in small schools shall **start the school level checking immediately after the tabulation of the 4th quarter examination results** for grade levels that shall move up/graduate (Kinder, Grades 6, 10, & 12) has been processed and recorded in the appropriate school forms.
 - The review shall focus on the **accuracy of the learner profiles and enrollment eligibility** using reliable references such as but not limited to the Birth Certificate, Learner's Permanent Academic Record (SF 10 *formerly F137*), or appropriate certifications.
 - The findings of the SCC should be communicated to the concerned class adviser in order to improve his or her preparation of reports. Commendation should also be given when it is due.
 - School Forms generated from the LIS are **not** subject to editing manually or outside LIS. Any correction shall be done in the Learner's Profile Module in the LIS. The following are **NOT** subject to editing:
 - Format** of system-generated SFs
 - Content** of system-generated SFs
 - Print layout**
 - Order of arrangement of the list of learners' names**

Note:

To ensure that only SFs generated from LIS are being presented during the checking of forms, the designated LIS Coordinator is required to sign in each of the SF.

- SF 10 and SF 9 shall be **manually** updated and must be consistent with the SF5 and other documents.
- For easy reference and cross-checking, the arrangement of learners' names in the SF9 should be written the way it was generated in the SF5.
- Awards and certificates for learners in graduating/moving up levels (Kinder, Grades 6, 10, & 12) should be checked against SF1 for consistency.
- SCC shall accomplish the School Forms Checking Report (SFCR 1-Annex 1.A of DO 11, s. 2018), *see attached SFCR1*, once the SCC has completed the checking of forms for all classes in all grade levels. The description of data elements is also hereby attached (Annex 2 of DO 11, s. 2018).

5. Part C (Post Checking) of DO 11, s. 2018 outlines the following process:





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- a. The School Head with the assistance of the LIS Coordinator **shall ensure** that all adjustments made during the checking are reflected in the LIS.
 - b. Findings, observations
 - c. Within 5 working days after the checking conducted by the Division Checking Committee (DCC), the school shall submit the following duly signed School Forms in one (1) copy only:
 - i. School Form 4
 - ii. School Form 5
 - iii. School Form 6
 - d. The PSDS/DIC shall consolidate the SFCR1 of all schools in his/her district and compute the District Accuracy Level to be reported in Table 1 of the consolidated District School Forms Checking Report 2 (SFCR 2). Please see attached Annex 1b of DO 11, s. 2018.
6. The School Checking Committee shall perform the physical checking of school forms in the presence of a class adviser and examine the document vis-à-vis the Learner Information System (LIS) data as appropriate.
7. SCC is instructed to refer to DepEd Order No. 11, s. 2018 for further guidance.
8. All expenses relative to the SCC's activities are chargeable against the MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
9. For immediate dissemination and strict compliance.


VIRGILIO P. BATAN, JR., CESO VI
Schools Division Superintendent

ZS-DM-SGOD-PRS-2023-05-163-0
GCC20230525

Encl.: As stated

References: DepEd Memo No. 37, s. 2022
DepEd Order No. 11, s. 2018
DepEd Memo No. 014, s. 2021
DepEd Order No. 58, s. 2017
DepEd Order No. 47, s. 2016

