



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 June 2023


DIVISION MEMORANDUM

No. 305, s. 2023

**PREPARATION AND CHECKING OF SCHOOL FORMS OF PRIVATE SCHOOLS  
FOR SCHOOL YEAR 2022 – 2023**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 037 s. 2022 re: 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), this Office informs all concerned on the preparation and checking of school forms of private schools for SY 2022-2023 on June 29, 2023 at SDO Tayabas City from 8:30 a.m. to 6:00 p.m.
2. All private school administrators are hereby enjoined to abide by these guidelines. Attached is the reading schedule for Enclosure 1 and the reading team for Enclosure 2.
3. Immediate dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: DepEd Memorandum No. 037 s. 2022 and DepEd Order No. 11 s. 2018

To be indicated in the Perpetual Index

Under the following subjects:

Preparation and Checking of School Forms of Private Schools for School Year  
2022 – 2023

SGOD – preparation and checking of school forms of private schools for school year 2022 – 2023  
NONE/June 29, 2023



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



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**DIVISION MEMORANDUM**

No. 705 s. 2022

Page **2** of 2

**Enclosure 1: Reading Schedule**

<b>TIME</b>	<b>TEAM 1</b>	<b>TEAM 2</b>	<b>TEAM 3</b>
8:30 – 10:30	San Roque Parochial School	Pillars of Faith Christian Academy	Ilasan Adventist Elementary School
10:30 – 12:30	Maryhill College	St. John Bosco College	Philippine Valor Mission School
1:00 – 3:30	Metro Lucena Integrated Learning Center	Casa Del Nino Jesus De Palale	
3:30 – 6:30	ASTI	Casa Del Nino Jesus De Palale	

**Enclosure 1: Committee Members**

<b>TEAM 1</b>	<b>TEAM 2</b>	<b>TEAM 3</b>
Dr. Maria Corazon A. Borbon	Dr. Montano L. Agudilla	Dr. Joseph Jay Aureda
Dr. Jean Rose B. Rabano	Nicole May R. Lagar	Joan Kathleen M. Talabong



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