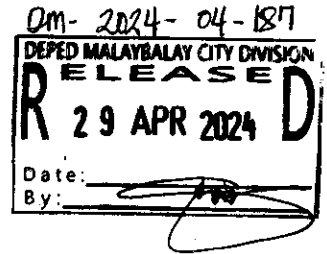




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

284-93101



Division Memorandum

No. 187 s. 2024

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors SGOD and CID
 Private School Principals/Heads/ Managers
 All Others Concerned
 This Division

FROM: CHERRY MAE L. LIMBACO-REYES, PhD., CESO V
 Schools Division Superintendent

DATE: April 26, 2024

SUBJECT: **COMPOSITION OF SCHOOL CHECKING COMMITTEE AND DIVISION CHECKING COMMITTEE FOR THE EVALUATION OF THE SPECIAL ORDER (SO) APPLICATION FROM PRIVATE AND NON-DEPED INSTITUTION**

1. In accordance with Regional Memo No. 78,s.2019, documents to be submitted to the Regional Office for the issuance of Special Order should be properly checked and validated to avoid delay due to inconsistency of documents.

2. **School Checking Committee**

Chair	School Principal
Co-Chair	School Registrar/ LIS Coordinator
Members	Faculty President (plus 2 faculty members)

3. **Division Checking Committee/Evaluation Team**

Chair	Lorenzo O. Capacio, EdD	Chief Education Program Supervisor, SGOD
Co-Chair	Mary Gladys J. Dublas	Division Private School Coordinator
Members	Edelina M. Eborra	Senior Education Program Specialist SMME
	Marsfifth M. Mamawag	Senior Education Program Specialist SOCMOB
	Rio G. Arbutante	Education Program Specialist II SOCMOB
	Jimdandy S. Lucine	PDO II



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

4. School Checking Committee (SCC) – shall be responsible for the review and preparation of learners' documents required to be submitted and subjected for evaluation.

- A. Letter-request from the principal of the applicant-school to the Schools Division Superintendent.
- B. Copy of the Senior High School Government Permit issued by DepEd
- C. List of learners eligible for the issuance of special order, specifying the last name, first name, middle name (Enclosure No. 1);
- D. Special Order Form (Enclosure No.2);
- E. School Form (SF) 5B - List of learners with complete SHS requirements;
- F. School Form (SF) 9 - Learner's Progress Report Cad (Grade 12 with at least up to 3rd Quarter grades;
- G. School Form (SF) 10 - Learners Permanent Academic Record;
- H. Clear copy of the original birth certificate duly authenticated by the Philippine Statistics Authority; and
- I. If student is a foreigner - copy of the original birth certificate authenticated by a duly constituted authority of the country of origin of the student, alien certification registration, Bureau of Immigration certification and student visa duly authenticated by Bureau of Immigration.
- J. School Checking Committee Report (Enclosure No.3)-to be placed in front of the folder

5. **Schedule of Checking:**

Group 1 – May 2,2024	
1. Mindanao Arts & Technological Institute Inc.	Venue: San Isidro College
2. STI Malaybalay	
3. Marywoods Academy Incorporated	
4. Bethel Baptist Christian Academy	
5. Casisang International Christian School	
Group 2 – May 3,2024	
1. Brightspark Christian Academy	Venue: Brightspark Christian Academy
2. Saint Michael High School, Inc.	
3. Saint Isidore High School	
4. Saint Isidore Academy of Bukidnon, Inc.	
5. Apu Palamguwan Cultural Education Center Inc.	

5. Should there be queries, contact Mary Gladys J. Dublas, EPS II/ Division Private School Coordinator at 09060238429.

SGOD/SMME/mgjd71



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



21 93 0060