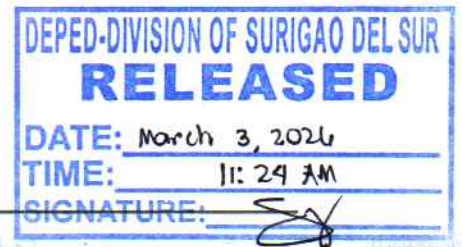




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**



**February 23, 2026**

Division MEMORANDUM  
 No. 062, s. 2026

**CONDUCT OF SY 2025-2026 DIVISION CHECKING OF SCHOOL FORMS**

To: PSDS/ DICs  
 School Heads (Public and Private Schools)  
 All Others Concerned

1. This is to inform all public and private schools that the schedule for Division Checking of School Forms for SY 2025-2026 will be on **March 25-27, 2026**.
2. To ensure the timely, consistent, and accurate conduct of the activity, the Division Monitoring Team shall be composed of the following:

<b>Division Monitor</b>	<b>District</b>
<b>Elnie Anthony C. Barcena</b> Education Program Supervisor	Carrascal
<b>Megenila C. Guillen, PhD</b> Education Program Supervisor	Cantilan
<b>Regina Euann A. Puerto</b> Education Program Supervisor	Madrid
<b>Jhun Clifford P. Reyna</b> Education Program Specialist II	Carmen
<b>Lieu Gee Keeshia C. Guillen</b> Program Development Officer II	Lanuza
<b>Jonathan L. Ambel, PhD</b> Education Program Supervisor	Cortes
<b>Rufino T. Reyes</b> Education Program Supervisor	Tago
<b>Menerba M. Dapar, PhD</b> Education Program Supervisor	San Miguel 1
<b>Marieto Cleben V. Lozada</b> Sr. Education Program Specialist	San Miguel 2
<b>Irene Grumez, PhD</b> Education Program Supervisor	Bayabas
<b>Encarnacion M. Padua</b> Education Program Supervisor	Cagwait
<b>Ramil C. Tersona, DPA</b> Education Program Specialist II	Marihatag



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Division Monitor	District
<b>Analiza G. Doloricon, EdD</b> Education Program Supervisor	San Agustin
<b>Jovixson B. Dalura</b> Planning Officer III	Liangá
<b>Ressil L. Tersona, PhD</b> Education Program Supervisor	Barobo
<b>Ucille P. Galvez</b> Sr. Education Program Specialist	Tagbina 1
<b>Erlyn G. Mangadlao</b> Sr. Education Program Specialist	Tagbina 2
<b>Linny Christi G. Mananquil</b> Project Development Officer II	Hinatuan North
<b>Marjun P. Ordoña</b> Education Program Specialist II	Hinatuan South
<b>Jayson M. Orozco</b> Sr. Education Program Specialist	Lingig 1
<b>Melchor O. Catcha</b> Education Program Specialist II	Lingig 2

3. The roles and functions of the Division Monitoring Team shall be to:
  - a. Perform random validation on the SFCR 1 submitted by the schools;
  - b. Perform validation to the entry and exit grade levels (Kinder, Grade 1, Grade 6, Grade 7, Grade 10, Grade 11 & Grade 12);
  - c. Provide technical assistance to schools throughout the conduct of the activity;
  - d. Submit accomplished SFCR 2 to the SGOD – Planning and Research Section.
  
4. For clarifications and technical concerns, schools may coordinate with the **SGOD – Planning and Research Unit** through [surigaodelsur.planning@deped.gov.ph](mailto:surigaodelsur.planning@deped.gov.ph).
  
5. Please be guided accordingly.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: None

References: DepEd Order No. 11, s. 2018

To be indicated in the Perpetual Index