



August 26, 2014

DIVISION MEMORANDUM

No. 405, s. 2014

**ANNOUNCING THE SCHEDULE AND VENUE OF THE DIVISION
CLUSTERED CHECKING OF FORM 9 FOR PRIVATE SCHOOLS**

TO : Assistant Superintendents
Division Supervisors/Coordinators
Private School Administrators, Principals and Registrars

1. As part of our effort to expedite the checking of forms for private schools, this Office announces the schedule and venue of the clustered checking of form 9 for secondary private schools of the province, to wit:

No.	Area	Schedule	Venue
1	Northeast Area	September 22 – 23, 2014	Yakal, Ecotech Center, Cebu City
2	Northwest Area	September 24, 2014	Yakal, Ecotech Center, Cebu City
3	Southeast Area	September 25, 2014	Yakal, Ecotech Center, Cebu City
4	Southwest Area	September 26, 2014	Yakal, Ecotech Center, Cebu City

2. All concerned schools are likewise informed of the composition of the **Checking Committee** for Private Schools, to wit:

- | | |
|-------------------------------|----------------------|
| - Ms. Remedios Duran | - Chairperson |
| - Ms. Charito Alagbay | - Member |
| - Ms. Nelia Arquillano | - Member |
| - Ms. Violeta Dabalos | - Member |
| - Mr. Leo Illiot | - Member |

3. All school guidance counselors/registrars shall bring along with them, for purposes of the checking, a folder containing the following authenticated documents, to wit:

1. Cover Application Letter (Prescribed Form)
2. Form 9 (Original)
3. NSO Certificate of Birth (Original and Certified Photocopy of the Original)
4. Form 137A (Original and Certified Photocopy of the Original)
5. Certified Photocopy of the Government Recognition or Permit to Operate
6. Approved Permit to Overload and Permit to Cross Enroll with supporting documents, if applicable

7. All schools are strictly enjoined to follow the above cited schedules and venue. For more information and inquiries, you may text or call cell no. 09158002390 or (032) 3616432.

8. Travelling expenses of the checking committee shall be chargeable against **CEDAPSA Funds** subject to its availability and the usual accounting standard procedures and regulations. While travelling and other incidental expenses of the division representatives shall be chargeable against the division funds.

9. This Memorandum shall serve as the **Travel Authority** of all the personnel involved in the checking.

10. For the information, guidance and compliance of all concerned.

11. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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