



September 30, 2013

DIVISION MEMORANDUM

No. 594, s. 2013

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

TO : OIC, Assistant Superintendents
Division Supervisors/Coordinators
Heads, Private Secondary Schools

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:

- a. South-East Area - October 17, 2013 @ St. Cecilia's College
Poblacion, Minglanilla, Cebu
- b. South-West Area - October 08, 2013 @ St. Augustine Academy
Poblacion, Alcantara, Cebu
- c. North-East Area - November 14 – 15, 2013*
La Consolacion College – Liloan
Poblacion, Consolacion, Cebu
- d. North-West Area - October 11, 2013 @ St. Paul School of
Medillin, Poblacion, Medillin, Cebu
- For North-East Area, the following sub-schedules shall be observed:
November 14, 2013 A.M – Liloan & Compostela
PM – Consolacion & Cordova
November 15, 2013 AM – Carmen, Catmon, Sogod, Borbon & Tabogon
PM – Camotes Island

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

- a. **Ms. Remedios Duran** - **Chairperson**
 - b. **Ms. Charito Alagbay** - **Member (BOD)**
 - c. **Ms. Nelia Arquillano** - **Member (BOD)**
- Area Representatives**
- Mr. Antonio Alconero - South-East Area
 - Ms. Sofia Kintanar - South-East Area
 - Sr. Querubina O. Cabillon - South-West Area
 - Sr. Maria Necita L. Padilla, DST - South-West Area
 - Ms. Violeta Dabalos - North-East Area

- Mr. Leo Illiot
- Mr. Faustino Gido, Jr
- Sr. Mary Angelina Rojas, SPC
- North-East Area
- North-West Area
- North-West Area

3. All school guidance counselors shall bring along with them, for purposes of the checking, a folder containing the following documents, to wit:
 1. Cover Application Letter
 2. Form 9
 3. NSO Certificate of Birth
 4. Form 137A
 5. Certified Photocopy of the Government Recognition or Permit to Operate
 6. Permit to Overload and Permit to Cross Enroll with supporting documents, if applicable
4. All schools are strictly enjoined to follow the above cited schedules and venues. The Chairperson and two (2) other members from the CEDAPSA Board of Directors shall be assisted by member representatives coming from the cluster.
5. For more information and inquiries, you may text or call cell no. 09158002390 or (032) 3616432.
6. 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.
7. This Memorandum shall serve as the Travel Authority of all the personnel involved in the checking.
8. For the information, guidance and compliance of all concerned.
9. Immediate and wide dissemination of this Memorandum is desired..

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

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : www.depedcebuprovince.com

E-mail Add : depedcebuprovince@yahoo.com