



December 04, 2014

DIVISION MEMORANDUM
No. 670, s. 2014

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

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

1. This Office announces the schedule of the Special Checking of Form 9 for Private Secondary Schools on January 7 – 9, 2015 at the Social Hall of the Division Office.

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 Illiut	- 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:

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

4. Travelling expenses of the checking committee shall be chargeable against **CEDAPSA Funds** subject to its availability and the usual accounting standard procedures and regulations.

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

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

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

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