



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

April 29, 2024

DIVISION MEMORANDUM  
No. 288 s. 2024

**CHECKING OF FORMS FOR SCHOOL YEAR 2023-2024**

To: Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Anent Department of Education (DepEd) Order No. 11, s. 2018, re: **Guidelines on the Preparation and Checking of School Forms**, this Office hereby conforms with the specific mechanisms and procedures stated in the said guidelines.
2. Public Schools District Supervisors/District In-Charge (PSDS/PSDIC) shall provide technical assistance to all schools within his/her jurisdiction without duplicating the checking activity at the school level. PSDS/PSDIC and Education Program Supervisors (EPSs) shall check the accuracy and reliability of the learners' information in the respective certificates/diploma before affixing their initials.
3. **Certificates and Diplomas should be submitted to the division office on or before May 10, 2024** for the Schools Division Superintendent's signature.
4. Immediate and wide dissemination of this Memorandum is desired.

For the Schools Division Superintendent:

  
**MARY ANN M. ALLERA**

Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

CID/cbm



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Enclosure to Division Memorandum No. \_\_\_\_\_, s. 2024

**Education Program Supervisors (EPSs)  
and Their Corresponding District Assignments**

EPS		District
1	Sally S. Aguilar	Alubijid East
		Alubijid West
		Balingasag Central
2	Gladys S. Banac	Balingasag North
		Balingasag South
		Balingoan
3	Gines C. Cacayan	Claveria Central
		Claveria Northeast
		Claveria West
4	Sheilla B. Diango	Gitagum
		Initao North
		Initao South
5	Rafunzel D. Epanis	Jasaan North
		Jasaan South
		Kinoguitan
6	Mary Grace V. Gallana	Lagonglong
		Laguindingan
		Libertad
7	Rhodora L. Gallares	Lugait
		Magsaysay I
		Magsaysay II
8	Celiecto B. Magsayo	Manticao
		Medina North
		Medina South
9	Joanna Ruby L. Presente	Misamis Oriental GCHS
		Naawan
10	Maria Asuncion G. Rafols	Opol East
		Opol West
		Salay
11	Norberto E. Rosales	Sugbongcogon
		Tagoloan East
		Tagoloan West
12	Lilian B. Salan	Talisayan
		Villanueva North
		Villanueva South



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