



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY  
KAYPIAN ELEMENTARY SCHOOL  
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

June 16, 2023

**SCHOOL MEMORANDUM**

**No. 039 s. 2023**

**To:** All teachers, learners  
All other concerns

**COMMITTEE AND CHECKING OF SCHOOL FORMS FOR THE SCHOOL YEAR  
2022-2023 OF KAYPIAN ELEMENTARY SCHOOL**

1. Relevant to School Division Memorandum (SDM) No. 221 s. 2023 this office announces the schedule of school checking on the following dates as preparation for Division level-checking.

**Schedule of School Checking**

June 19&20 – Kinder

June 21&23 – Grade 6

June 27 - Grade 5

June 29 - Grade 3

July 3 - Grade 4

July 4 - Grade 1

July 5 - Grade 2

2. Enclosure No. 1 identifies the School Checking Committee who are expected to strictly adhere to the provisions stipulated in DepEd issuance relative to the computation of grades, guidelines on awards and recognition.
3. Orientation meeting of School Committee, LIS and ICT coordinators shall be held on June 16, 2023, 9:00 AM at the Music Room of Kaypian Elementary School.
4. Immediate dissemination of this memorandum is desired.

  
**DIANALYN A. PALAGANAS PhD**  
Principal III



**SECUREd KaypESians**  
Strengthening and Ensuring  
Commitment of the Unified and  
Resilient Stakeholders in Achieving Quality Education



**Kaypian Elementary School**  
School ID: 107157  
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023  
Official Email: 107157.sjdmc@deped.gov.ph  
Official Website: www.kaypes.weebly.com





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Enclosure No. 1 to School Memorandum no. 039 s. 2023

**Checking Committee**

**Chairman:** Dianalyn A. Palaganas PhD  
**Co-Chair:** Maria Cindy P. Rodriguez  
Rhea DV. Sabit

**Members:**

Ma. Paz. G. Cantel  
Erika B. Macinas  
Hershey C. Suello  
Everlita P. Numpigwid  
Maricel C. Abauag  
Rose Anne E. Quitan  
Mylene P. Ogarido



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