

4. School Heads are enjoined to support this celebration and ensure the safety, inclusivity, and meaningful participation of all learners. Also, shall adhere to the **No Disruption of Classes Policy** as stated in DepEd Order No. 9, s. 2005. An Activity Completion Report (ACR) shall be submitted to the Division Focal Person on or before September 4, 2025.

5. All expenses incurred relative to the conduct of this activity shall be charged from the School MOOE/ Local funds subject to COA rules and regulations.

6. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.

*Capitana*  
**SHERLITA A. PALMA, EdD, CESO VI**  
OIC-Schools Division Superintendent

Enclosures: As stated  
References: DM No. 035, s. 2018, RA No. 10970, DM No. 456, DO No. 012, s. 2025  
To be indicated in the Perpetual Index under the following subjects:

CID  
EPP-TLE-TVE-TVL  
TECH-VOC DAY CELEBRATION







Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

7 August 2025

**DIVISION MEMORANDUM**

No. 619, s. 2025

**INDICATIVE TIMELINE AND CALENDAR OF ACTIVITIES OF THE  
PLANNING SERVICE COMPLIANCE SYSTEM**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CONCURRENT OIC-ASDS & CID CHIEF  
CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC, PRIVATE, & SUC ELEMENTARY & SECONDARY SCHOOL HEADS  
DISTRICT DATA MANAGEMENT COMPOSITE TEAMS  
All Others Concerned

1. Pursuance to DepEd Order No. 03, 2018 as amended in DepEd Order No.17, s. 2025 and in compliance with DepEd Order No. 02, s. 2024 and other pertinent and related existing policies of the Department, thus this Office issues designation of Division LIS/BEIS Support System Members and the reconstitution of the District Data Management Composite Team effective SY 2025-2026 & indicative timeline for Planning Service Compliance System.
2. The Division LIS/BEIS Support System Members and the District Data Management Composite Team with the Terms of Reference to wit:

<b>District Data Management Composite Team</b>	<b>Lead Person</b>	<b>LIS/BEIS Technical Support</b>	<b>Members</b>
DLC I	PSDS Melinda P. Severino	Christian C. Artoza	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC II	PSDS Alma V. Macanip	Jepson A. Balais	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC III	PSDS Joelma I. Dagami	Maria Wilma S. Pulga	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk

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