



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

DLC IV	PSDS Greg L. Galos	Imah I. Pertible	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC V	PSDS Monina E. Gabrino	Anton Y. Dy, Jr.	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC VI	PSDS Lita V. Jongco	Cheryl Ann B. Avila	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC VII	PSDS David C. Alcober	Maria Socorro D. Aures	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC VIII	PSDS Niceta L. Galura	Reyna G. Dado	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC IX	PSDS Nilo M. Eder	Christian Rey T. Lopez	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk
DLC X	PSDS Abegaile B. Rodrigo	Quennie Joy M. Pesando	School Head, Head Teacher, Administrative Officer, School ICT Coordinator, Project Development Officer, School Clerk



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INDICATIVE TIMELINE FOR SCHOOL YEAR 2025-2026

QUARTER/DATE	COMPLIANCE/ACTIVITY	CONCERNED PERSONNEL/OFFICE
Quarter 1 SY 2025-2026	1. Updating of Early Registration LIS Portal 2. Updating of Enrollment Quick Count 3. Enrollment & OBE Activities 4. Quarterly LIS Updating of Enrollment through School Forms 1, 2 & 4 with Quarterly Summary of Grades 5. Quarterly Checking of School Forms and its compliance to existing applicable policies 6. Regularly updating the Trans-In & Out of learners in the LIS Facility	School Head/School LIS Coordinator School Head/School LIS Coordinator School Head/School OBE Coordinator School Head/School LIS Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser School Head/School LIS Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser School Head/School LIS Coordinator
Quarter 2 SY 2025-2026	1. Quarterly LIS Updating of Enrollment through School Forms 1, 2 & 4 with Quarterly Summary of Grades 2. Quarterly Checking of School Forms and its compliance to existing applicable policies 3. Regularly updating the Trans-In & Out of learners in the LIS Facility 4. Finalization of the accomplishment of ESF7 (1 st Sem.) SY 2025-2026 5. Ensure submission of School Report Card (BOSY) 6. Accomplishment & School Level Validation of BEIS-School Profile	School Head/School LIS Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser School Head/School LIS Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser School Head/School LIS Coordinator School Head/Administrative Officer School Head/School LIS Coordinator/School ICT Coordinator School Head/Administrative Officer/School BEIS
Quarter 3 SY 2025-2026	1. Quarterly LIS Updating of Enrollment through School Forms 1, 2 & 4 with Summary of	School Head/School LIS Coordinator/ Head Teacher/Grade Level



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5. Identified participants are enjoined to make instructional catch-up plan which shall be delivered by the Department Head or whoever is assigned by the School Head to ensure that learning competencies and other programs and projects are being delivered during their absence.
6. Expenses incurred relative to the conduct of this activity shall be charged against School-Learners Day – Other MOE Funds, and Local Funds/MOOE subject to the usual accounting and auditing rules and regulations.
7. For more details, contact the following focal persons:

JENNITH S. GABISAY

Senior Education Program Specialist
Social Mobilization and Networking Unit

REYNALDO P. PAGAYANAN, EdD

President, Tacloban City Federated Faculty Club
09171834880

8. Immediate dissemination of this Division Memorandum and compliance thereto are highly desired.

Capitana

SHERLITA A. PALMA EdD, CESO VI
N Schools Division Superintendent

AS



Republic of the Philippines
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August 11, 2025

DIVISION MEMORANDUM

No. 613 s. 2025

**CONDUCT OF CAPACITY-BUILDING FOR FACULTY CLUB PRESIDENTS OF
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN TACLOBAN CITY**

**TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs and PSDSs
Elementary and Secondary School Heads
Faculty Club Presidents
All Others Concerned**

1. Pursuant to Republic Act (RA) No. 9155 known as the Governance of Basic Education Act of 2001, the Department of Education issues DepEd Order 26, series of 2022 known as Implementing Guidelines on the Establishment of School Governance Council (SGC). This policy aims to recognize and strengthen the role of school stakeholders, alongside Local Government Units (LGUs), as partners in providing learners accessible and quality education, upholding children's rights, and promoting respect and well-being in the learning environment to ensure effective education service delivery.
2. In order for faculty clubs in schools to effectively function based on the aforementioned law, this office, through the Tacloban City Federated Faculty Club (TCFFC) – a division level organization representing public school teachers – will conduct a Three-day Capacity-Building for Faculty Club Presidents titled **“From HOW to WOW: The Leadership Leap in Schools” on September 10-12, 2025 at Jasmin Beach Resort, Marabut Samar.**
3. Generally, the training aims to capacitate Faculty Club Presidents on their functions vis-à-vis the School Governing Council.

Specifically, the training aims to:

- a. empower the faculty club presidents on different leadership skills to navigate school leadership,
 - b. enhance knowledge on administrative laws and other relevant legal issuances vis-à-vis DepEd programs and projects, and
 - c. formulate project proposals for funding that will improve the welfare of teachers and the DepEd community.
4. Attached is the list of the resource speakers, participants and members of the technical working group and the program of the activity. (See Enclosure 1 and Enclosure 2).



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SocMobUnit/snc/2025