

Republic of the Philippines

Department of Education

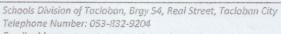
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

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/ 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 (1st 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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	Quarterly 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. Accomplishment of NSBI 5. Compliance to National Inventory Day	Chairperson/Class Adviser School Head/School LIS Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser School Head/School LIS Coordinator School Head/Administrative Officer			
	1. Quarterly LIS Updating	School Head/School LIS			
	of Enrollment through School Forms 1, 2 & 4 with Summary of	Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser			
The second secon	Quarterly Grades 2. Quarterly Checking of School Forms and its compliance to existing applicable policies 3. Division Validation of	School Head/School LIS Coordinator/ Head Teacher/Grade Level Chairperson/Class Adviser			
	3. Division Validation of SFs as per DO 11, s. 2018	School Head/School Checking Committee School			
	4. Division validation on BEIS-School Profile, NSBI, & National Inventory Day	Head/Administrative Officer			
	5. Finalization of the accomplishment of ESF7 (2nd Sem.)SY 2025-2026 6. Ensure submission of School Report Card (EOSY)	School Head/Administrative Officer School Head/School LIS Coordinator/School ICT Coordinator			
	7. Submission of List of Dropout Learners SY 2025-2026 8. Submission of School	School Head/School LIS Coordinator/Head Teacher/Master Teacher/Adviser School			
	Teacher Requirement Report (TRA)	Head/Administrative			

Officer

 Quarterly Compliance & Validation and shall be performed by all concerned schools and the designated district data management composite team chaired by the PSDS.

Report (TRA)

- 4. The Planning Service Compliance System shall follow these parameters to wit:
 - 4.1 Degree of Manifestation

Quarter 4 SY 2025-2026

- a. Well Manifested
- b. Sometimes Manifested





