



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

3. Quarterly Compliance & Validation and shall be performed by all concerned schools and the designated district data management composite team chaired by the PSDS.
4. The Planning Service Compliance System shall follow these parameters to wit:
 - 4.1 Degree of Manifestation
 - a. Well Manifested
 - b. Sometimes Manifested