



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:

District Data Management Composite Team	Lead Person	LIS/BEIS Technical Support	Members
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

RELEASED





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

August 11, 2025

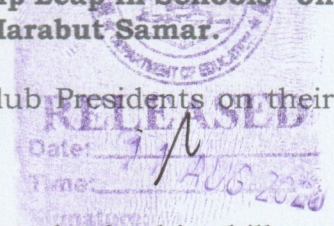
**DIVISION MEMORANDUM**

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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