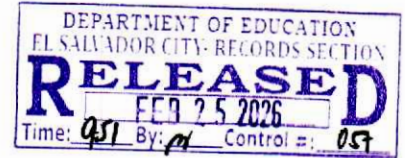




Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



February 18, 2026

DIVISION MEMORANDUM  
NO. 057, S. 2026

UPDATES OF DIVISION MEMORANDUM NO. 447, S. 2025

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Section Heads  
Program Holders  
School Heads of Public and Private Elementary and Secondary Schools  
All Concerned  
This Division

1. Regarding Division Memorandum No. 436 & 447, s. 2025, the field is hereby informed that the activity entitled "**Advance Preparation for the End-of-the-School Year (EOSY) 2025-2026 Learner Information System (LIS) Data Housekeeping and School Forms Updating**" will be conducted on February 26-27, 2026 at Hotel Monicon, Zone 3, Poblacion, El Salvador City.
2. Updated and expected list of participants are provided in **Enclosure A**. This serves as **Authority to Travel**
3. For reiteration, the participants are instructed to bring the following:
  - a.) Laptop
  - b.) Extension Cords
  - c.) Wifi or related connectivity device
4. Lastly, prior to the workshop proper, the participants are required to do the following:
  - a.) Review **DepEd Order No. 58, s. 2017** "Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning system, Health and Nutrition and Standardization of Permanent Records", **DepEd Order No. 11, s. 2018** "Guidelines on the Preparation and Checking of School Forms", DepEd Order No. 017, s. 2025-"Revised basic Education Enrollment Policy"
  - b.) Download School Form 1 for each of the organized classes for 3 school years namely 2022-2023, 2023-2024 and 2024-2025.
  - c.) Submit to the Planning Unit all the documentary requirements of all learners with pending enrollment issue.



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5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocols related to the activity. Hence, all actions shall be based solely on established guidelines with no discrimination on the basis of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. For information, guidance and strict compliance

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

**Enclosure A. List of Participants**

No.	Name	Plantilla/Position	Official Station
1	RANDOLPH B. TORTOLA	Schools Division Superintendent	Division Office
2	CONNIEBEL C. NISTAL	Asst. Schools Division Superintendent	Division Office
3	ROLLY B. LABIS	Chief Education Supervisor, SGOD	Division Office
4	KEVIN B. ASEQUIA	Planning Officer III	Division Office
5	JAMES WORREN P. CLARABAL	Admin Aide	Division Office
6	SHERRIE R. DUNGOG	ITO	Division Office
7	MANABAT, EUGENIE FAY MACATUAL	TEACHER III	Amoros ES
8	CALURASAN, SARAH MAE F.	TEACHER I	Badiangon ES
9	CAGALITAN, MARIA FAYE VANESSA C.	TEACHER II	Bolisong ES
10	NOB, JENNIFER R.	TEACHER III	Cogon ES
11	DAUG, MERCY MELINA M.	TEACHER III	Cogon NHS-JHS
12	DURAN, LIZA MAY	SPECIAL SCIENCE TEACHER I	Cogon NHS-SHS
13	PIMENTEL, HEIDE MAE A.	TEACHER III	El Salvador City Central School
14	TAHIR LLERANIE R	TEACHER I	El Salvador City National High School-JHS
15	CAGAS, REYNA MARIE L.	TEACHER I	El Salvador City National High School-SHS
16	SOCOBOS, FLORIE JOY T.	TEACHER III	Himaya ES
17	MALAZARTE, ROWENA P.	TEACHER III	Himaya NHS
18	ABARQUEZ, SHEILA G.	TEACHER I	Hinigdaan ES
19	PABOLOLOT, LEIZL S.	TEACHER I	Hinigdaan NHS
20	BATALLA, LOUGIE MAE PATRIANA	TEACHER I	Kalabaylabay IS

21	CAPILI CHRISTINE JOY R.	TEACHER I	Kibonbon ES
22	ACOSTA, FRANCES RIANNA M.	TEACHER I	Molugan CS
23	GENOSO SAMANTHA ELLIS M.	ADMINISTRATIVE OFFICER II	Molugan NHS-SHS
24	MENDOZA STELLA MARIE A.	TEACHER III	Pedro Sa. Baculio ES
25	MALINAO, WINNIE JANE CLAVITE	TEACHER I	Sambulawan ES
26	CAGAPE ANGELO B.	TEACHER I	Sambulawan NHS
27	TORAYNO, RACHELLE ANN M.	TEACHER I	San Francisco de Asis ES
28	LABIANO, RACHELLE QUIACAO	TEACHER I	San Francisco de Asis NHS
29	BURI MAE GRACE Q.	TEACHER III	Sinaloc ES
30	DIVINO, DARYL JAY H.	SPECIAL SCIENCE TEACHER I	Sinaloc NHS
31	FABULAR, RUTH MYLA G./PALER, MARIFE C.	TEACHER III/TEACHER I	Taytay ES
32	BURAY VANESSA V.	TEACHER I	Ulaliman ES
33	BAGASLAO KIRSTINE	REGISTRAR	St. Joseph Academy
34	QUILAB KRISTINE JADE	ICT COORDINATOR	Stellulae Mariae School
35	MARK ANTHONY ELIZER ESTRADA	ICT COORDINATOR	The New El Salvador Colleges
36	ALYN MAE V. BADAY	ICT COORDINATOR	Miraculous Medal Academy



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