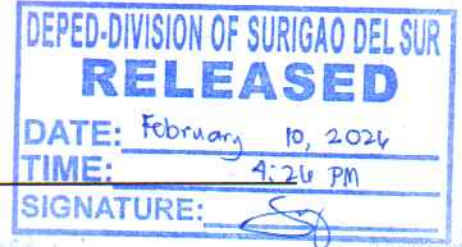




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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 February 3, 2026  
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DIVISION MEMORANDUM  
 No. 058 , s. 2026

To: Division Chiefs  
 Public Schools District Supervisors/ District In-Charge  
 Concerned School Heads and Teachers  
 Teachers (Elementary Grade 5)  
 This division

**DISSEMINATION OF THE SCHOOLS DIVISION OF SURIGAO DEL SUR  
 FOR C.Y. 2026 CALENDAR OF ACTIVITIES AND  
 THE PROCESS FLOW OF LEARNING AND DEVELOPMENT**

1. As per in DepEd Order No. 9, s. 2005, one of the immediate tasks that need to be undertaken is to increase engaged time on task. This is to meet the required number of school days in every school year and the time allotment in every school day.
2. Anent to this, the **Functional Division Chiefs** are hereby informed to track and remind all the Program Owners of the 2026 Trainings/Activities for the effective and timely implementation of the specific interventions or innovations registered in the Program Management Information System (PMIS) approved by the Central Office, as well as to ensure proper guidance and coordination with the Planning Officer for the Activity Request numbers and the needed adjustments in the schedule.
3. Program Owners shall be primarily responsible for the preparation of the training design proposal, matrix, list of participants, and the development of training content, ensuring that these are aligned with identified competency gaps, program objectives, and existing Department of Education policies and standards. **The deadline for submission shall be on 20 February 2026.** Failure to submit within the prescribed period shall result in the reallocation of the approved budget to other programs or offices with identified needs.
4. The Human Resource Development (HRD) Section shall be responsible for the management of the conduct of the training and activity, specifically covering the coordination of logistics, venue preparation, facilitation of program delivery, and the implementation of Monitoring and Evaluation (M&E) mechanisms to assess training effectiveness and outcomes.
5. All **division coordinators, including the school heads** with programs, projects, and activities (PAPs) to be conducted either virtual or face-to-face,

must submit their activity/training proposal to the Human Resource Development Section. Additionally, program owners must maximize the stipulated schedule for their programs to prevent any duplication of activities.

6. Hence, a calendar of activities would allow the school to arrange its activities and minimize disruption of classes due to conflicts of schedules.
7. For checking the availability of dates, please refer to the following link: <http://tinyurl.com/SUR-HRDMatters>.
8. Using the DepEd email, and for ease and facility, new NQMS templates may be downloaded from this link: <http://tinyurl.com/SURLnD-Templates>. All program owners are required to use the new, official templates for all trainings and activities conducted in the division, districts, and schools to ensure they are aligned, integrated, and consistent with the wider NEAP Professional Development Framework.
9. For further inquiries and clarification, you may contact Ms. Eryln G. Mangadlao, SEPS – HRD, and Mr. Marjun P. Ordoña, EPS II-HRD, through email at [surigaodelsur.hrd@deped.gov.ph](mailto:surigaodelsur.hrd@deped.gov.ph).
10. The immediate and wide dissemination of this memorandum to all concerned is highly appreciated.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent



Encl.:

- (1) Timeline for Submission of Requirements for all professional development programs and courses

Reference: as stated

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAM

SGOD/egm  
01/26/2026

**TIMELINE FOR SUBMISSION OF REQUIREMENTS FOR ALL PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES**

**DIVISION LEVEL – PROCESS FLOW**

Program Owner		Division
Design Proposal (process duration: <i>deadline of submission February 20, 2026</i> )		SEPS/EPS-II reviews all documents and attachments within the first 1-2 days, counting starts on the date that the HRD section receives the papers
Completion Report (process duration: <b>15 days after implementation</b> )	Submit at most 15 days after the actual implementation	SEPS/EPS-II reviews all documents and attachments within the first 3-5 days, counting starts on the date that the HRD section receives the papers

**NEAP AND CPD ACCREDITATION – REGION LEVEL PROCESS FLOW**

Program Owner		Division
Design Proposal (process duration: 45 days before the implementation)	Submit at least 45 days before actual implementation	SEPS/EPS-II reviews all documents and attachments within the first 5 days, counting starts on the date that the HRD section receives the papers
		RO-13 – HRDD Personnel Facilitates the application for CPD Accreditation within the next 30 days, counting starts on the date that the HRD section receives the papers
Completion Report (process duration: 10 days after implementation)	Submit at most 10 days after the actual implementation	SEPS/EPS-II reviews all documents and attachments within the first 3-5 days, counting starts on the date that the HRD section receives the papers
		RO 13-HRDD Personnel facilitates the Completion Report within 3-5 days, counting from the date that the HRDD Region receives the papers



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**LEARNING AND DEVELOPMENT CALENDAR OF ACTIVITIES FOR CY 2026**

Source of funds: 2026 HRTD Funds

CID	Focal Person	TITLE OF TRAINING	TARGET DATE OF IMPLEMENTATION	TOTAL NUMBER OF PARTICIPANTS	BUDGET ALLOCATION
1	IRENE G. GRUMEZ	ENHANCING THE SKILLS OF NON-FILIPINO MAJOR TEACHERS	October 14-16, 2026	50	600,000.00
2	ANALIZA G. DOLORICON	CAPACITY BUILDING ON PISA-LIKE ASSESSMENT FOR ARLING PANLIPUNAN TEACHERS (ELEM. & SEC.)	August 18-20, 2026	70	600,000.00
3	MEGENILA C. GUILLEN	"CAPACITY BUILDING ON CONTENT AND PEDAGOGY FOR TEACHERS TEACHING GMRC AND VALUES EDUCATION: ADDRESSING CONTEMPORARY MORAL AND SOCIAL CHALLENGES"	May 27-29, 2026	70	600,000.00
4	ENCARNACION M. PADUA	DIVISION TRAINING ON PRIMALS PLUS FOR JUNIOR HIGH SCHOOL (JHS) TEACHERS HANDLING TLE 8 IN THE REVISED K TO 10 CURRICULUM	May 20-22, 2026	75	600,000.00
5	REGINA EUANN A. PUERTO	DEEPENING MATHEMATICAL CONTENT UNDERSTANDING AND PEDAGOGICAL SKILLS OF KEY STAGE 2 TEACHERS	October 21-23, 2026		600,000.00
6	MENERBA M. DAPAR	TRAINING WORKSHOP ON THE DEVELOPMENT OF STRATEGIC INTERVENTION MATERIALS FOR ACCREDITATION & EQUIVALENCY (A&E) ELEMENTARY LEARNERS	August 12-14, 2026	25	600,000.00
7	JONATHAN L. AMBEL	TRAINING ON LANGUAGE BRIDGING IN ACTION: USING PEDAGOGICAL TRANSLANGUAGING TO SUPPORT ENGLISH TEACHING FOR KEY STAGES 1-3	October 19-21, 2026	60	600,000.00
8	RESSIL L. TERSONA - MAPEH	CAPACITY BUILDING WORKSHOP ON PHILIPPINE FOLK DANCES FOR MAPEH EDUCATORS	October 21-23, 2026	70	600,000.00
9	RESSIL L. TERSONA - SCIENCE	CAPACITY BUILDING FOR SYSTEM IMPLEMENTERS ON THE LOCALIZATION AND DEVELOPMENT OF QUALITY-ASSURED LEARNING RESOURCES AND ASSESSMENT IN ELECTIVE SUBJECTS	October 28-30, 2026	100	600,000.00



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	SGOD - HRD	COMPETENCY ENHANCEMENT FOR SCHOOL HEADS	Mar-26	200	600,000.00
10	EPSs & HRD	CAPACITY-BUILDING FOR TEACHERS ON DESIGNING EFFECTIVE 21ST CENTURY SKILLS ASSESSMENT	FEBRUARY 2026	250	1,400,000.00
11	SGOD - HRD	CAPACITY BUILDING FOR INSTRUCTIONAL LEADERS ON MENTORING AND COACHING	FEBRUARY 2026	300	1,000,000.00

SGOD	Focal Person	TITLE OF TRAINING	TARGET DATE OF IMPLEMENTATION	TOTAL NUMBER OF PARTICIPANTS	BUDGET ALLOCATION
1.	HRD	INDUCTION PROGRAM FOR THE BEGINNING TEACHERS 2026	March 2026	350	800,000.00
2.	HRD	DIVISION TRAINING OF TEACHERS ON MICROSOFT OFFICE 360 PRODUCTIVITY TOOLS FOR DEPED COMPUTERIZATION PROGRAM ADOPTION (ELC PACKAGE RECIPIENTS)	March 2026	125	400,000.00
3.	HRD	TRAINING-WORKSHOP ON NEAP APPLICATION	March 2026	150	400,000.00
4.	HRD	TRAINING MATERIALS	Whole year		400,000.00
5.	HRD	TRAVEL EXPENSES RELATED TO LND			200,000.00
6.	HRD	DIVISION SCHOLARS' CIRCLE CONVERGENCE		74	200,000.00
7.	P&R	CAPACITY-BUILDING ON DATA ANALYSIS USING SOFTWARE	April 2026	40	400,000.00
8.	YFD	ORIENTATION ON THE REVISED IRR OF ANTI-BULLYING	July 2026	All Vice Chairpersons of the Child Protection Committee (Secondary Schools)	400,000.00



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9.	SOCMOB	2026 CAPACITY-BUILDING WORKSHOP ON SCHOOL RESOURCE GAPS, STRATEGIC INTERVENTIONS, AND AVAILMENT OF TAX INCENTIVES	May 21-22, 2026	147 Pax. All Adopt A School District Coordinators with ASP Alternates and some select School Heads from 5 Big schools in each District	400,000.00
10.	CHIEF-SGOD	PROGRAM IMPLEMENTATION REVIEW (Midyear and Year-end)	April, July, October, December	75	200,000.00
11.	SMME	CAPACITY BUILDING FOR SCHOOL HEADS ON THE INSTITUTIONALIZATION OF SCHOOL GOVERNANCE COUNCIL	May 12-13, 2026	185	500,000.00
12.	DRR	STRENGTHENING COMMUNITY RESILIENCE: CAPACITY BUILDING ON PSYCHO-SOCIAL DEBRIEFING AND MENTAL WELLNESS PROGRAM FOR EDUCATORS	March 4-6, 2026	60 (included PMT)	200,000.00
13.	DRR	STRENGTHENING SCHOOL READINESS: CAPACITY BUILDING FOR TEACHERS- ADVISER ON BERT FACILITATION (MAY 20-22, 2026)	May 20-22, 2026	48 (included PMT)	200,000.00
14.	YFD	CAPACITY BUILDING FOR SCHOOL HEADS ON THE INSTITUTIONALIZATION OF SCHOOL SPORTS CLUBBING	August 1, 2026	All School Heads	350,000.00



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Source of funds: Cont. 2025 HRTD Funds

	<b>Focal Person</b>	<b>TITLE OF TRAINING</b>	<b>TARGET DATE OF IMPLEMENTATION</b>	<b>TOTAL NUMBER OF PARTICIPANTS</b>	<b>BUDGET ALLOCATION</b>	<b>SOURCE OF FUNDS</b>
1	HRD	CAPACITY-BUILDING PROGRAM FOR NON-TEACHING PERSONNEL: EFFECTIVE COMMUNICATION, COMPUTER LITERACY, AND CUSTOMER SERVICE	April 2026	70	151,000.00	OPDNTF
2	CID & HRD	CAPACITY-BUILDING ON CULTURAL EDUCATION FOR ENHANCE K TO 12 CURRICULUM	February 10-13, 2026	50	569,926.32	CONT. KTO12
3	SMME	MONITORING AND EVALUATION CAPACITY BUILDING (M&E CAPB) PHASES 3 & 4 RE: DATA ANALYSIS, INFORMATION DISSEMINATION, REPORTING, AND UTILIZATION	March 2026	70	350,000.00	2025 HRTD Funds



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Source of Funds: Division MOOE Current

	<b>Focal Person</b>	<b>TITLE OF TRAINING</b>	<b>TARGET DATE OF IMPLEMENTATION</b>	<b>TOTAL NUMBER OF PARTICIPANTS</b>	<b>BUDGET ALLOCATION</b>
MOOE	Admin and SGOD	DIVISION MANCOM MEETING (QUARTERLY)	1 per Quarter	550	800,000.00
MOOE	GAD	NATIONAL WOMEN'S MONTH 2026 (LAUNCHING AND CULMINATION)	March 2026	150	150,000.00
MOOE	GAD	18DAY CAMPAIGN TO END AGAINST WOMEN AND CHILDREN 2026	November 25-Dec 5, 2026	150	150,000.00
MOOE	RnR	REWARDS AND RECOGNITION PROGRAMS	October, 2026	550	500,000.00

Prepared by:

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SEPS-HRD

Checked by:

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Chief, SGOD

Noted by:

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Assistant Schools Division Superintendent

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Schools Division Superintendent