



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

DIVISION MEMORANDUM

No. 162 s. 2026

To: Public Schools District Supervisors/ District In-Charge
Secondary and Elementary School Heads
All Others Concerned

SUBMISSION OF CLASS BUILDER (CB) LEADS AND COMPLETION OF GBF
MATHEMATICS TEACHER DATABASE

1. In preparation for the implementation of the **GBF (Gokongwei Brothers Foundation) Class Builder Platform** for School Year 2026–2027, this Office announces the conduct of activities relative to the onboarding and launching of the new GBF Class Builder platform for Mathematics teachers.
2. As part of the platform transition, GBF shall launch a more enhanced and user-friendly Class Builder platform designed to strengthen teacher support, classroom implementation, and learner engagement in Mathematics across key stages.
3. In line with this, the **GBF Class Builder Leads Launching Program** for the Schools Division of Surigao del Sur shall be conducted on **May 18, 2026 at 2:00 PM via MS Teams**. Meeting details shall be shared separately prior to the activity.
4. To support the implementation of the program, each school shall designate Class Builder (CB) Leads per key stage, as follows:
 - a. Elementary Schools
 - One (1) CB Lead for Key Stage 1 (Grades 1–3)
 - One (1) CB Lead for Key Stage 2 (Grades 4–6)
 - b. Secondary Schools
 - One (1) CB Lead for Key Stage 2 (Grades 7–9)
 - c. Integrated Schools
 - One (1) CB Lead per key stage (Key Stages 1, 2, and 3)
5. The designated CB Leads shall serve as school focal persons for the implementation of the GBF Class Builder platform and are expected to support onboarding activities, teacher coordination, and platform utilization in their respective schools.
6. All concerned schools are directed to ensure the immediate completion of the GBF Math Teacher Database by all teachers handling Mathematics in their respective schools. This database shall serve as the official reference for teacher account creation and enrollment in the new GBF Class Builder platform.



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7. In accomplishing the required database and nomination template, the following shall be strictly observed:

- Only current Mathematics teachers who will utilize the platform shall be included;
- Teachers shall be properly assigned according to grade level classification:
 - ✓ Elementary (Grades 1–6)
 - ✓ High School (Grades 7–9)
- All entries shall strictly follow the prescribed format and data entry guidelines;
- No alteration of formulas, headers, and existing template structure shall be made;
- All information provided shall be accurate, complete, and verified; and
- Email addresses submitted shall be active and accessible.

8. All schools are directed to accomplish the required templates through the following links:

a. Class Builder (CB) Leads Nomination Template:

<https://tinyurl.com/GBF-CBLeads>

b. GBF Mathematics Teacher Database:

Surigao del Sur

<https://tinyurl.com/GBFMathTeachersDATABASE>

9. All required data and nominations shall be completed on or before May 11, 2026 to allow sufficient time for validation, consolidation, and preparation for the onboarding activity.

10. Public Schools District Supervisors and District In-Charges shall assist in the monitoring, validation, and consolidation of submissions to ensure completeness and accuracy of entries.

11. The Curriculum Implementation Division shall oversee the overall coordination, consolidation, validation, and preparation of the final list of CB Leads and teacher database in preparation for the implementation of the GBF Class Builder platform.

12. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.


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



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Encl.: None

Reference: GBF Class Builder Leads Launching Schedule and Communication Letter

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

GBF Class Builder MATHEMATICS

CID/reap
05/06/2026