



Republic of the Philippines  
**Department of Education**

Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

26 January 2026

DIVISION MEMORANDUM  
No. 40, s. 2026

**CONDUCT OF THE SBM LEADERSHIP TRAINING NEEDS SURVEY IN  
COMPLIANCE WITH DM-OUHROD-2026-0149**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
PSDSs/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. In reference to the attached memorandum from the Undersecretary for Human Resource and Organizational Development and Infrastructure, all school heads are required to accomplish the designated survey on or before February 9, 2026. The survey can be accessed through the following link:

[tinyurl.com/SBMFY26-SurveyForm](http://tinyurl.com/SBMFY26-SurveyForm)

2. The guidelines for submission are as follows:
  - a. The school head is tasked to complete the survey. In cases where a school head oversees more than one public school, only one survey form must be submitted.
  - b. Respondents must ensure that all basic information provided in the survey is accurate and complete.
  - c. Multiple submissions are not allowed. Respondents are expected to carefully review their answers before submitting the survey form.
  - d. Only DepEd email addresses (personal or school accounts) should be used and declared for this purpose.
  - e. for monitoring of compliance.
3. For proper monitoring of compliance, school heads are instructed to forward a copy of their completed survey responses via email to [nuevavizcaya.smme@deped.gov.ph](mailto:nuevavizcaya.smme@deped.gov.ph).
4. For immediate dissemination and compliance.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

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