



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

28 April 2026

DIVISION MEMORANDUM

No. **174**, s. 2026

**MONITORING OF THE CONDUCT OF ONLINE ORIENTATION ON
LEARNING SYSTEMS POLICIES FOR SCHOOL HEADS
IN REGIONS II, III, AND X**

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

1. This memorandum is issued to provide guidance in the conduct of the **Online Orientation on Learning Systems Policies for School Heads in Regions II, III and X** on **April 29, 2026 from 9:00 AM to 4:00PM**.
2. School heads should gather in groups at a designated location (see attached clustering and venue) to watch the livestream and to complete the orientation activities together.
3. Each clustered venue must assign a technical team to set up the technical requirements for the clustered viewing session.
4. The technical team must ensure the following are available:
 - a. A screen and speakers for group viewing
 - b. One device with a camera and a microphone for interaction with the session
 - c. Internet access for all participants
5. Participants are directed to download the handouts/worksheets for the said online activity. The handouts are available for download here: <https://bit.ly/WorksheetsFromLS>.
6. School heads attending the orientation are advised to bring the following:
 - a. A mobile device with internet access, for participation in the interactive sessions
 - b. Pens for filling out the activity sheets



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7. Division Monitoring Team shall oversee the conduct of clustered viewing activities and ensure the active participation of school heads during the workshop. Refer to the attached Division Monitoring Team.
8. Travel and other miscellaneous expenses to be incurred for the said activity will be charged to Division/School MOOE or other local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this Memorandum is directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

04-2026-278





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Annex A of Division Memorandum No. 174, S. 2026. Re: **MONITORING OF THE CONDUCT OF ONLINE ORIENTATION ON LEARNING SYSTEMS POLICIES FOR SCHOOL HEADS IN REGIONS II, III, AND X**

DIVISION MONITORING TEAM (CLUSTER AND TECHNICAL LEAD)

Clustered Districts	Cluster Venue	Cluster Lead	Technical Lead
Solano I, Solano II, Villaverde	Solano South Elementary School	Noli Mar M. Navarro Florence S. Esparrago	Monalisa A. Cabato
Bayombong I, Alfonso Castañeda, Ambaguio	Bayombong Central School	Roger S. Sebastian	Edward A. Santiago
Bayombong II and Quezon	Bonfal Pilot Elementary School	Hilda A. Aragon	Loreto T. Alaman
Bambang I and Bambang II	Bambang central School	Macrino A. Raymundo	Arnel A. Panganiban
Aritao I, Aritao II, Santa Fe	Aritao Central School	Nimfa Norie A. Aquino	Arnel M. Batalla
Kasibu East, Kasibu West	Kasibu Central School	Ronnie B. Bibas	Marlon V. Butay
Kayapa East, Kayapa West	Kayapa Central School	Wilhelmina C. Castro	Onofre M. Molina
Dupax Del Norte I, Dupax Del Norte II, Dupax Del Sur	Dupax Central School	Bermelita E. Guillermo	Josie L. Conde
Bagabag I, Bagabag II, Diadi	Bagabag Central School	Dindo John H. Moreno	Carmelita L. Pale
M&E Lead (May visit any of the schools/districts)		Romulo S. Ancheta PhD - SGOD	
		Atty. Julius Caezar G. Domingo CPA	
		Rommel S. de Gracia - CID	
		Adonis C. Ceperez EdD, CESE - ASDS	
		Orlando E, Manuel PhD, CESO V - SDS	

Note: Ensure that there is a technical support team to assist during the online activity



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PROGRAM OUTLINE

Time	Activity	Modality
9:00 - 10:00	Synchronous Session 1: <ul style="list-style-type: none">- Opening- Big Picture View of the Reforms	Online, broadcast % Central Office
10:00 - 11:30	Activities: <ul style="list-style-type: none">- Reading the Policies and Briefers- Policy-to-Practice Map	Offline, self-facilitated within clusters
11:30 - 12:30	Synchronous Session 2: <ul style="list-style-type: none">- Checking for Understanding- Introducing the School Head Checklist- Diving Deep into Policies	Online, broadcast % Central Office
12:30 - 3:00	Activities: <ul style="list-style-type: none">- Reading the Checklist- Mapping the Calendar- Auditing Collective Capacity	Offline, self-facilitated within clusters
3:00 - 4:00	Synchronous Session 3: <ul style="list-style-type: none">- Reflection- Closing- Ways Forward	Online, broadcast % Central Office



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