Republic of the Philippines

Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

30 October 2026

DIVISION MEMORANDUM
No. 440 , s. 2026

ORIENTATION-WORKSHOP OF SELECTED ADMINISTRATIVE OFFICERS AND ADMINSTRATIVE ASSISTANTS ON THE UPDATING OF ECP DOCUMENTS FOR SUBMISSION

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. To facilitate the organized submission of documents for the next batch of ECP of this division, this office would like to inform the field that there will be an orientation-workshop of selected Administrative Officers and Administrative Assistants on the updating of ECP Documents on November 5, 2026 and November 11, 2026 at 9:00AM at the DepEd Conference Hall.

2. Anent this, all schools/districts are advised to send 3 representatives per district and 2 representatives per secondary school for the said activity. Please provide the names of participants until Monday on the following link:

https://tinyurl.com/ECPNVregistration102026

3. A Registration of One Thousand Pesos (P1000.00) per participant chargeable against local funds shall be collected to defray the cost of meals and other incidental expenses.

4. Traveling expenses shall be chared against local funds subject to usual accounting guidelines, rules and regulations.

5. For information, guidance and wide dissemination.

DEPARTMENT OF EDUCATION
RELEASED
Date: 30 OCT 2026
Time: 3:30
By: queen
DIVISION OF NUEVA VIZCAYA

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Schools Division Superintendent
10-2026-794

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