



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

27 Jan 2026

DIVISION MEMORANDUM
SGOD-2026-017

**CONDUCT OF EARLY REGISTRATION FOR SY 2026-2027 AND ASSIGNMENT
OF DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)**

TO: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
SMME Unit
SDO Section Heads
Cluster Heads
Public Elementary and Secondary Schools Heads
Other Concerned Personnel
This Division

1. In line with the Multi-Year Implementing Guidelines on the School Calendar and Activities pursuant to DepEd Order No. 012, s. 2025, and in preparation for the opening of School Year (SY) 2026–2027, this Office hereby directs all public schools in the Schools Division Office of Tacurong City to conduct the Early Registration of Learners.
2. The Early Registration Period shall be conducted every Saturday starting **January 31, 2026, to February 28, 2026**. It covers incoming **Kindergarten, Grade 1, 7, 11, and potential ALS learners**, and transferees from private schools and other public schools
4. Anent this, all schools are required to establish an **Early Registration Task Force Help Desk and Enrolment Process Flow** to be posted in the most conspicuous area, to ensure the smooth and effective implementation of Early Registration for School Year (SY) 2026–2027. Further, all School Heads shall submit their **Communication Plan** to the School Governance and Operations Division – Planning and Research Section (SGOD-PRS) via the link <https://tinyurl.com/2026EarlyRegComPlan> for monitoring and provision of technical assistance.



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Website: depedtacurong.org



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5. The Regional Field Technical Assistance Team (RFTAT) shall be monitoring the conduct of the Early Registration activities on February 10-13, 2026, deployed to various schools of the SDO. In preparation for the visit, all schools shall **complete the data needed through a Microsoft Form/Excel form**, which will be disseminated through a social media group chat. Further, the form shall be updated every 3 PM on every Friday of February. A Technical Assistance Report Form and TA Client Feedback Form (*Regional Memorandum FTAD-2026-001 Enclosures*) are attached for your reference.

6. Teaching Personnel who are required to render service beyond regular working hours, including weekends and holidays, in relation to the implementation and monitoring of Early Registration activities shall be entitled to a Vacation Service Credits based on DepEd Order No. 13, s. 2024, while Non-Teaching Personnel may be granted Compensatory Time Off (CTO) in accordance with existing DepEd and Civil Service Commission (CSC) rules and regulations.

6. To ensure the effective implementation of early registration, the following offices and personnel are hereby designated as Monitors and Providers of Technical Assistance:

a. Schools Governance and Operations Division (SGOD)

- Overall coordination, monitoring, and consolidation of early registration reports
- SMME shall prepare the monitoring tool, consolidate, analyze, and submit to Top Management for policy recommendation.

b. Division Planning Officer / LIS Focal Person

- Monitoring of LIS encoding and data accuracy
- Generation and submission of consolidated reports
- Provide progress to top management and all members of the DFTAT **every Monday**

c. Division Information Officer

- Advocacy and information dissemination
- Media and Public Relations

d. Division Social Mobilization Focal Person

- Stakeholder Partnership and Engagement

e. Division Field Technical Assistance Team

- Monitoring shall focus on learner coverage, data completeness, compliance with timelines, and challenges encountered, which shall serve as the basis for planning and resource allocation for



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SY 2026-2027

- All Monitors shall accomplish and submit the monitoring tool to SMME for consolidation *every Monday*.

d. Curriculum and Implementation Division (CID) - Alternative Learning System (ALS) Unit / ALS Focal Person

- Monitoring of early registration of OSYA and potential ALS learners

e. School Heads

- Direct supervision of registration activities at the school level
- Submission of required reports to the Division Office
- Address issues and concerns during the conduct of Early Registration for SY 2026-2027

7. Attached herewith are the monitoring tools and the list of designated monitors per school, which shall serve as a reference in the implementation and monitoring of Early Registration activities.

8. For inquiries or further information, you may contact *Ms. Ernie P. Pama*, Education Program Supervisor / *Mr. Alejandro S. Reginaldo, Jr.* at (064) 562-4880 or via email at tacurong.sgod@deped.gov.ph.

9. Immediate and wide dissemination of this Memorandum is desired.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

EPP/SGOD/DM CONDUCT OF EARLY REGISTRATION FOR SY 2026-2027 AND ASSIGNMENT OF DIVISION FIELD TECHNICAL ASSISTANCE/JANUARY 27, 2026



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Annex A: School Assignment of Division Field Technical Assistance Team

GILBERT B. BARRERA Assistant Schools Division Superintendent Over-All Chair	
MAYFLOR D. ROMUALDO SGOD Chief Co-Chair for Governance	ARLENE ROSA G. ARQUIZA CID Chief Co-Chair for Curriculum
School	Monitor/s
CENTRAL CLUSTER	
Tacurong Pilot ES	Mayflor D. Romualdo, SGOD Chief Junaflor R. Sucaldito, EPS-II
EAST CLUSTER	
Amado Fernandez, Sr. CES	Joseph R. Pilotos, EPS Dra. Akifa H. Guindo, MO -III
San Emmanuel ES	Zenaida B. Porras, AO V Jeselle Anne L. Barroga, AO II
Pedregosa-Acosta ES	Menard Dence S. Villa, AO II
Tina ES	Agnes G. Muyco, EPS April Jane L. Duadua, Nurse II
San Rafael ES	Ivy P. Lamintao, EPS
V.P. Dasmaringas ES	Glenda P. Orcinado, AO IV
Casilda P. Venus ES	Ronald A. Pelitro, P-II
NORTH CLUSTER	
Dr.Manuel Grino CMES	Delia P. Eliarda, Librarian Jonalee Y. Arquiza, Nurse II
Abang-Suizo IS	Cesar Q. Antolin, EPS
San Antonio ES	Jonald Cadiao, EPS-II
New Lagao ES	Shirlyn Cuyong, AO II Elvira R. Laforteza, AA III
Buenaflor ES	Ma. Dianne Joy R. dela Fuente, SEPS Chatryn Mae L. Seron, AA III
Ma. A. Montilla MES	John Bayugos, PDO-II Alma S. Gamboa, AA III
WEST CLUSTER	
New Isabela CES	Randy E. Porras, EPS Sheryll A. Moradas, AO V
Kalandagan ES	Alejandro S. Reginaldo, Jr. , PO-II
Ma. Z. Bayya ES	Rona L. Bred, EPS
J.Hector Lacson ES	Joey M. Lozano, ITO
SOUTH CLUSTER	
Upper Katungal ES	Geraldine L. Paladin, AAIL



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	Brendon A. Moises, PDO-II
Josue Alcasid CES	Rea May S. Laygan, AO IV
	Sharon May S. Zambra, AA-II
Lancheta-Magallon MES	Kelvin Mark Apud, AAI
Elisa P. Bernardo MES	Ernie P. Pama, EPS
	Ellen Bade, AAIII
Elisa P. Bernardo – BEAM PEACE	Ernie P. Pama, EPS
	Ellen Bade, AAIII
Raja Muda ES	Jonel G. Solomon, Acct- III
	Ramilyn Malabor - AAIII
Rajah Muda ES- BEAM LIFE	Janice P. Suboc, EPS -II
Lourdes Pama ES	Bernard F. Antolo, EPS
	Eljan S. Diaz
SECONDARY SCHOOLS	
Tacurong NHS	Arlene Rosa G. Arquiza, CID Chief
	Rona N. Tacot
	Mary Ann C. Umadhay
San Pablo NHS	Mohani A. Paguita, SEPS
	Catherine Joy Q. Maratas
Upper Katungal NHS	Leonora R. Po, PDO-II
San Emmanuel NHS	Liza P. de Luna, AO IV
	Bibsy Ruby A. Aradanas, AA III
Rajah Muda NHS	Rex L. Roncesvalles, AAIII
	Ruby Lyn Alconera, AA III
AS Bernardo NHS	Vivien O. Lima, AO IV
VF Grino NHS	Jennifer Claire A. Tayag, AO IV
	Aljoy Marie A. Nicolas, AAIII



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Enclosure 2 to Regional Memorandum FTAD-2026-001

Technical Assistance (TA) Report

(In compliance to data privacy act, all information gathered from this report shall be treated with confidentiality.)

Directions: This tool shall be filled-out by TA Providers from the Regional Office (RO). Blacken the appropriate box and provide information on the blanks.

☐ Technical Assistance Provider

☐ Functional Division Team

☐ Quality Management Team

Functional Division: _____

QMT Name: _____

Enabling
Mechanism
:

CLIENT/S	TA NEEDS	TA INTERVENTIONS	DATE (action taken as of _____)	ACCOMPLISHMENT (based on success indicators)	EFFECTIVENESS OF ACTION (based on the TA Client's Feedback Form/Rating)	REMARKS



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List of MOVs:

Prepared by:

(Name & Signature)

Designation: _____

Date: _____

Attested by:

(Name & Signature)

FD Chief/QMT Leader

Note: Kindly attach **Technical Assistance Client Feedback Form with Declaration of Closures** using the link: <http://tinyurl.com/FTADTAFeedbackForm> (to be filled-out by client/s).



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Enclosure 3 to Regional Memorandum FTAD-2026-001

Technical Assistance Client Feedback Form
(with Declaration of Closures)

I. Basic Information

Client Name: _____ Item Position: _____
Office/ School: _____
SDO: _____
Date of TA: _____ Time: Start: _____ End: _____
Name of TA Provider: _____ Designation: _____
Office: _____ SDO: _____

II. Technical Assistance needs/issues:

Technical Assistance Received from the TA Provider(s):

III. Client's Feedback and Rating

Based on the technical assistance received, kindly rate the TA provider using the rating scale below:

4 – Strongly agree 3 – agree 2 – Disagree 1 – Strongly disagree

Indicators	Rating
1. TA session(s) were well organized	
2. TA provider was knowledgeable about the issues and subject matter.	
3. TA provider was receptive to client comments and questions	
4. I felt a strong sense of engagement during the process from TA provider	
5. I increased my knowledge as a result of receiving TA	
6. I increased my ability to execute skills in my work as a result of receiving TA	
7. I believe that the TA received will be worthwhile to implement into work	



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8. The TA interaction increased my confidence to apply what I learned in my work.	
9. The TA intervention offers very good practicable solution to the TA needs of the customers.	
10. I am committed to continue applying what I learned in my daily work.	

Numerical Rating: _____ (Total Rating/10)

Range	Descriptive Rating	Interpretation
3.26– 4.0	Highly Effective	The TA-related practice/s is/are highly effective that knowledge sharing is highly evident, thus contributing to the improvement of the overall implementation of program activities.
2.51– 3.25	Moderately Effective	The TA-related practice/s is/are moderately effective that knowledge sharing is moderately evident leading to the improvement in the overall implementation of program activities.
1.76 – 2.50	Less Effective	The TA-related practice/s is/are less effective that knowledge sharing is partially evident; hence, the improvement in the overall implementation of program activities is in the emerging stage.
1.0 – 1.75	Least Effective	The TA-related practice/s is/are least effective that knowledge sharing is not evident; hence, there is a need to change strategy/ies to improving the overall implementation of program activities.

Descriptive Rating: _____

IV. Declaration of Closure and Completeness of the Technical Assistance Provided

I hereby declare the closure of the issues/needs and completeness of the technical assistance specific on _____ after the technical assistance was provided by _____ starting on _____ and ended on _____.

Client Name and Signature

Date



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Enclosure 4 to Regional Memorandum FTAD-2026-001

Link:

<https://bit.ly/4a62mYo>

QR Code:

