



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025-552

To : CID-Chief
ADM Division Focal
Public Schools District Supervisors
School Heads and ADM School Coordinators

Subject : **CONDUCT OF ADM RE-ORIENTATION CUM DEVELOPMENT OF DIVISION AND SCHOOL IMPLEMENTATION PLAN TO REDUCE DROP OUT RATE AND MAPPING AND TRACKING OF SARDOS IN ELEMENTARY AND SECONDARY SCHOOLS**

Date : November 5, 2025

In line with the Department of Education’s commitment to provide inclusive and equitable quality education, the Schools Division Office of Digos City will conduct a re-orientation on Alternative Delivery Mode (ADM) cum Development of Division and School Implementation Plan to Reduce Drop-out Rate and Mapping and Tracking of Students-at-Risk of Dropping Out (SARDOs) among elementary and secondary schools.

The activity aims to:

- a. Re-orient school heads, teachers, and education officials on the principles and importance of ADM in addressing dropout rates, with a particular focus on SARDOs.
- b. develop and implement school-specific plans for mapping and tracking SARDOs to prevent further dropout.
- c. Share and discuss mechanism on integratig GAD-sensitive strategies into the ADM implementation plan to address gender-specific barriers, ensuring that both male and female students are supported; and
- d. establish a monitoring and evaluation system to assess the effectiveness of ADM interventions in tracking and supporting SARDOs.

The orientation and planning workshop will be conducted on November 13, 2025 at Fabian’s Function Hall, to be participated in by:

No.	Participants	Schools/District
1	CID Chief	SDO
2	Division ADM Focal/Personnel Joan M. Niones Inda Nacua	SDO
3	Public Schools District Supervisors	Mt. Apo Digos Occidental Digos Oriental Digos South Secondary
4	School Heads	All Elementary and Secondary



5	School ADM Focal	Schools
6	Division M & E	SDO
7	Division Nurse Mr. Gemro C. Eballe	SDO
8	TWG Gina Fe Nazareno Rosel Alisoso	Senior High School of Digos City

Participants are advised to bring the following documents and materials:

- Latest school data on SARDO, ADM, drop-out and retention rate;
- Updated Learner Information System (LIS) records;
- Previous ADM implementation reports; and
- Laptop and extension cord

Travel and incidental expenses of participants shall be charged against local funds, school MOOE, or other available funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of and compliance with this Memorandum is directed.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent **NOV 10 2025**

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