



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

**Office of the Schools Division Superintendent**

**March 3, 2026**

**DIVISION MEMORANDUM**

SGOD-2026-112

To : Assistant Schools Division Superintendent  
Division Chiefs  
Public School District Supervisors  
All Others Concerned

Subject: **CORRIGENDUM ON DM-SGOD-2026-831 RE: TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEADS ONBOARDING PROGRAM**

1. This is in reference to DM-SGOD-2026-831 RE: Training of Coaches and Mentors for the School Heads Onboarding Program dated November 26, 2025.
2. The participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays, and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers", and the non-teaching personnel is entitled to Compensatory Overtime Credit (COC). Further, teacher-participants shall adhere to Regional Memorandum No. 025, s. 2023, known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.
3. All information stated in the Memorandum remain in full force and in effect.
4. Immediate dissemination of this Memorandum is directed.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

*3/3/26*

Enclosed: As stated.  
SGOD/jsa





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

**Office of the Schools Division Superintendent**

**November 26, 2025**

**DIVISION MEMORANDUM**

SGOD-2025-87

To : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

Attention:

**Maria Genevieve T. Francisquete-ASDS-**  
**Neil D. Bongcayao-PSDS**

Subject: **CORRIGENDUM TO RM-HRDD-2025-297 SCHEDULE OF BATCHES 2 AND 3 TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEADS ONBOARDING PROGRAM**

1. This is in reference to Regional Memorandum HRDD-2025-304 dated December 11, 2025, signed by Allan G. Farnazo, Director IV, re: **Corrigendum to RM-HRDD-2025-297**, be informed that Batch 2 will be rescheduled from January 12-16, 2026 to February 15-21, 2026 (inclusive of travel time) at NEAP Training Facility, Teachers Camp, Baguio City. Batch 3 will proceed as scheduled on February 8-14, 2026 (inclusive of travel time) at the same venue. Relevant details, list of program management team members, and other information are found in the enclosures.
2. Further, resource persons and program management team members are reminded that February 8 and 15, 2026 are designated as Day 0 for the respective batches.
3. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

For and in the absence of the  
Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: DEC 12 2025 TIME: \_\_\_\_\_  
BY: \_\_\_\_\_

Enclosed: As stated.  
SGOD/jsa

*Sollie B. Oliver* 12/12/25  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Supervisor-SGOD  
Officer In-Charge



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**November 26, 2025**

**DIVISION MEMORANDUM**

SGOD-2025 - *284*

To : Assistant Schools Division Superintendent  
 Division Chiefs  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Public School Heads  
 Public School Teachers  
 All Others Concerned

Attention:

**Maria Genevieve T. Francisquete-ASDS-  
 Neil D. Bongcayao-PSDS**

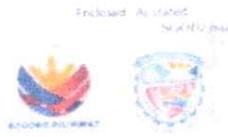
Subject: **SCHEDULE OF BATCHES 2 AND 3 TRAINING OF COACHES AND MENTORS FOR THE SCHOOL HEADS ONBOARDING PROGRAM**

1. This is in reference to Regional Memorandum HRDD-2025-297 dated November 21, 2025, signed by Allan G. Farnazo, Director IV, re: **Schedule of Batches 2 and 3 Training of Coaches and Mentors for the School Heads Onboarding Program**, be informed that the activities are scheduled on January 11-17, 2026 (inclusive of travel time) for Batch 2 and February 8-14, 2026 (inclusive of travel time) for Batch 3 at NEAP Training Facility, Teachers Camp, Baguio City. Relevant details and other information are found in the enclosure.
2. Further, a separate advisory will be released should there be any further changers or adjustments to the details of the said program.
3. For queries, email [hrddncapool@gmail.com](mailto:hrddncapool@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

16. Edict  
 21-1167  
 DATE: \_\_\_\_\_  
 BY: \_\_\_\_\_

**MELANIE H. ESTACIO, PhD, CESO VI**  
 Schools Division Superintendent

*Nov 26 2025*  
*MHPGKT*



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