



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2026-152

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Education Program Supervisors
SBM Focal/SGOD EPS
Senior Education Program Specialists:
- Planning and Research
- Monitoring and Evaluation
- Social Mobilization and Network
Engineer III
Legal Officer
DRRM Focal
Division IT Officer
Medical Officer
Administrative Officers V (Accounting, Budget, Admin Office)
SBFP Focal
All Others Concerned/Program Holders

Subject : **DIVISION COMPOSITE TEAM FOR PROJECT HANDA: DEPED READINESS 2026**

Date : April 14, 2026

In reference to Regional Memorandum No. CLMD-145, s. 2026 dated March 31, 2026, entitled "Regional Composite Team for Project HANDA: DepEd School Readiness 2026," this Office informs the field that the Schools Division Office of Digos City has organized a Division Composite Team to ensure that all aspects of preparation are given due attention.

The Division Composite Team for Project HANDA shall ensure a smooth and timely opening of classes for School Year 2026–2027 by undertaking the necessary preparatory activities; reviewing plans, programs, and deliverables; and coordinating closely with relevant offices and schools to ensure the efficient delivery of educational services. The Team shall likewise work in close coordination with the Regional Composite Team to expedite the resolution of identified concerns, in accordance with the prescribed Terms of Reference.

Attached to this Memorandum are:

- Annex A – Project HANDA Division Composite Team and Focal Persons
- Annex B – Terms of Reference and Timeline

Progress updates and status reports shall be submitted in accordance with the reporting schedule indicated in Annex B.



Address: Roxas cor. Lopez Jaena Streets, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396
Email: digos.city@deped.gov.ph
Website: depeddigoscity.org

A virtual meeting of the Project HANDA Division Composite Team and Focal Persons for the discussion of the Terms of Reference and timeline shall be conducted on April 15, 2026 (tomorrow), at 3:00 PM via Google Meet through this link: <https://meet.google.com/mfb-wgpm-nbf>

Any issues or concerns that may affect compliance with the prescribed timelines must be promptly communicated to the Project HANDA Division Composite Team for appropriate guidance and support.

For strict compliance.

For and in the absence of the
Schools Division Superintendent:

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge

Schools Division of Digos City

RECEIVED

10 APR 2026 TIME: 7:40 PM

Enclosed: As stated.
CID/jbc

Annex A

DIVISION COMPOSITE TEAM FOR PROJECT HANDA

Chair:	Melanie P. Estacio, PhD, CESO VI	Schools Division Superintendent
Co-Chair:	Maria Genevieve T. Francisquete, CESO VI	Assistant Schools Division Superintendent
Members:	Beverly S. Daugdaug, EdD	CID Chief
	Sollie B. Oliver, JD, MATE	SGOD Chief
	Cherrie Anne B. Bohol	EPS-SGOD/SBM Focal
	Reyzen O. Monserate	SEPS – Monitoring and Evaluation
	Marjun B. Rebosquillo	SEPS – Planning and Research
	Dr. Micah Fuentes	Medical Officer III
	Francis Jude D. Alcomendras	Administrative Officer V
	Jake Lloyd S. Vencio	Administrative Officer V - Budget Officer III
	Ma. Florinel G. Gallardo	Accountant III
FOCAL PERSONS		
Areas of Concern	Focal Person	Designation/ Position Title
1. School Infrastructure and Facilities	Engr. Jerick S. Vergara	Engineer III
2. Sites and Expansion	Atty. Clarisse Joy Arnaez- Llaban	Attorney III
3. Safety and Disaster Risk Reduction and Management	Mr. Jazon Cardines	PDO II
4. Digital Readiness and Connectivity	Mr. Stephen R. Pascual	Division IT Officer
5. School-Based Feeding Program	Daissy Jane P. Sanoy	Nurse II
6. Senior High School/Technical- Vocational Livelihood Readiness	Elizabeth F. Quiñones, EdD	Education Program Supervisor
7. Partnership and Brigada Eskwela Mobilization	Peter-Jason C. Senarillos	Senior Education Program Specialist
8. Implementation of the Three-Term School Calendar PSDS Concerns: - School Orientation - Class Program Preparation - District Calendar of Activities	Digos Occidental: Clarence S. Pillerin, EdD Mary Joy D. Fortun, EdD	Public Schools District Supervisors
	Digos Oriental: Neil D. Bongcayao Ferna Renira T. Alde, EdD	Public Schools District Supervisors
	Mt. Apo: Ida I. Juezan, EdD Eleser D. Mateo	Public Schools District Supervisors
	Digos South: Cherry Rossette E. Oliva Ronald B. Dedace	Public Schools District Supervisors
	Secondary Schools: Gervasio R. Salinas, Jr. Jessica H. Lucero	Public Schools District Supervisors

<p>EPS Concerns:</p> <ul style="list-style-type: none"> - Contextualized Budget of Work - Plan Presentation or Target Setting with District/ School Coordinators - Division Calendar of Activities (for activities to be conducted by learning area/program) 	<p>All Learning Area Holders/ Program Holders</p>	
<p>SGOD Program Holders Concerns:</p> <ul style="list-style-type: none"> - Plan Presentation or Target Setting with District/ School Coordinators - Division Calendar of Activities (for activities to be conducted by program holders) 	<p>SGOD Program Holders</p>	
<p>9. Learning Readiness</p>		
<ul style="list-style-type: none"> - Summer Remediation Program (for learners with grades below 75%) 	<p>Jem Boy B. Cabrella, PhD</p>	<p>Education Program Supervisor</p>
<ul style="list-style-type: none"> - ARAL Reading Summer 	<p>Rowena M. Magdayao, PhD</p>	<p>Education Program Supervisor</p>
<ul style="list-style-type: none"> - Learning Resources/Packages 	<p>Leilanie T. Señires</p>	<p>LR Manager</p>
<p>10. External Communication</p>	<p>Leilanie T. Señires</p>	

Annex B

TERMS OF REFERENCE AND TIMELINE

(For action and reporting per Regional Memorandum CLMD-2026-145)

A. School Infrastructure and Facilities

- Conduct inspections of schools to assess:
 - ❖ Furniture requiring replacement
 - ❖ Electrical wiring conditions
 - ❖ Structural integrity, especially in high-risk areas**Deadline: April 15, 2026**
- Prepare and submit a list of priority repairs; implement immediate fixes where feasible.
Deadline: April 30, 2026 (submission); immediate fixes ongoing until May 30, 2026
- Inspect water supply, toilets, and handwashing facilities; prioritize critical WASH repairs.
Deadline: April 15, 2026 (inspection); May 30, 2026 (repairs)
- Prioritize LCS new construction for completion by the end of May.
Deadline: May 30, 2026

B. Sites and Expansion

- Validate additional sites for Schools Division Offices with no available or insufficiently validated sites
Deadline: April 30, 2026
- Submit updated inventory and status of all proposed sites.
Deadline: April 30, 2026
- Identify potential sites for leasing or purchase.
Deadline: May 15, 2026
- Coordinate with local government units (LGUs) and partners for available land or facilities.
Deadline: May 30, 2026

C. Safety and Disaster Risk Reduction and Management (DRRM)

- Identify priority schools for:
CCTV: Large, high-traffic schools; with security concerns (e.g., Learner Protection Concerns). Schools are also highly encouraged to procure CCTVs to monitor the safety and security of learners.
Deadline: April 10, 2026
- Metal detectors: High-risk, high-density areas
Deadline: April 10, 2026 (to allow installation in selected schools in connection with Health Week from April 13 to 19, 2026)
- Update school DRRM plans and hazard maps and pre-position EduKahon kits.
Deadline: May 15, 2026

- Check availability of emergency supplies and safety equipment.
Deadline: May 15, 2026
- Conduct readiness checks for disaster-prone schools.
Deadline: May 30, 2026

D. Digital Readiness and Connectivity

- Identify priority schools for Wi-Fi (Khan Academy): those with the largest learning gaps and available devices, but no reliable internet.

Deadline: April 30, 2026

- Conduct inventory of all devices (tablets, laptops, TVs) and assess functionality.

At present, 78% of schools have submitted data.

Deadline: March 30, 2026

- Identify needs for repair, redistribution, or augmentation.

Deadline: May 15, 2026

- Pre-load learning resources (offline content where applicable).

Deadline: May 30, 2026

E. School-Based Feeding Program

- Map local food sources (farmers, cooperatives, suppliers) per division.

Deadline: April 30, 2026

- Coordinate with the Department of Agriculture, LGUs, and local producers for partnerships.

Deadline: May 15, 2026

- Identify cost-efficient and sustainable supply options, including *Gulayan sa Paaralan*.

Deadline: May 15, 2026

- Prepare division-level sourcing plans prior to school opening.

Deadline: May 30, 2026

F. Senior High School / Technical-Vocational-Livelihood Readiness

- Validate availability of workshops, tools, and equipment for Technical-Vocational-Livelihood (TVL) tracks.

Deadline: April 30, 2026

- Coordinate with TESDA for assessment and certification support.

Deadline: May 15, 2026

- Engage industry partners for immersion and employment opportunities.

Deadline: May 30, 2026

- Firm up industry mapping: Cross-reference the specific TVL specializations offered by schools with the actual labor needs in the local municipality/city to ensure high employability for graduates.

Deadline: May 10, 2026

- Finalize details on additional (Maintenance and Other Operating Expenses) MOOE support for Strengthened Senior High School (SSHS) Pilot schools in

support of Technical-Professional (TechPro) Elective offerings.

Deadline: May 15, 2026

G. Partnerships and Brigada Eskwela Mobilization

- Pre-identify school needs (repairs, cleaning, materials) based on inspection results.

Deadline: April 30, 2026

- Secure early commitments from LGUs, private partners, and volunteers.

Deadline: May 15, 2026

- Align Brigada Eskwela efforts with priority repairs and classroom readiness.

Deadline: May 30, 2026

H. Learning Readiness

- Prioritize target learning outcomes based on assessment results and identified learning gaps.

Deadline: April 25, 2026

- Issue a call for tutors and volunteers, aligned with targeted learning competency gaps.

Deadline: April 30, 2026

- Conduct an inventory of remediation packages and resources.

Deadline: May 15, 2026

- Match and deploy resources to schools requiring remediation support, based on learners' assessed needs and desired learning outcomes.

Deadline: May 30, 2026

I. Progress Reporting

- Initial report: April 15, 2026
- Mid-point report: May 15, 2026
- Final report: May 30, 2026