



Republic of the Philippines  
**Department of Education**  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

July 25, 2025

**DIVISION MEMORANDUM**

No. 360, s. 2025

**CONDUCT OF DIVISION CONSULTATIVE CONFERENCE AND  
VALIDATION/QUALITY ASSURANCE ON THE FOUR-YEAR CURRICULAR  
PROGRAM OFFERING OF CALBAYOG CITY  
NIGHT HIGH SCHOOL**

To : Asst. Schools Division Superintendent  
Chiefs (CID & SGOD)  
Education Program Supervisors  
C3 Public Schools District Supervisor  
NiHS School Head / Teachers  
All Others Concerned

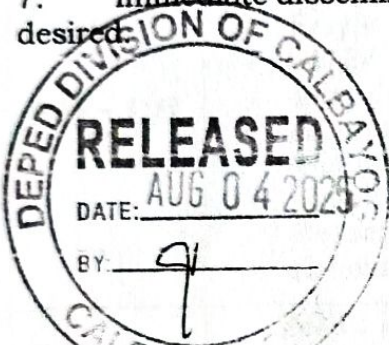
1. Pursuant to DepEd Order No. 021, s. 2019, entitled "Policy Guidelines on the Implementation of K to 12 Basic Education Program", particularly page 99 on the provision of establishment of Night School Program (NiHS), this is to **"CONDUCT DIVISION CONSULTATIVE CONFERENCE AND VALIDATION/QUALITY ASSURANCE ON THE FOUR-YEAR CURRICULAR PROGRAM OFFERING OF CALBAYOG CITY NIGHT HIGH SCHOOL"** on **August 7, 2025; 1:00 pm** at Calbayog City Night High School.

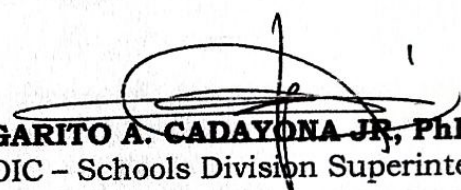
2. The aims of the activity are the following:
- ensure the smooth transition, operation and implementation of the four-year curricular program.
  - assess the readiness of the school in terms of infrastructure, faculty, and resources;
  - ensure compliance with the program's standards and requirements; and
  - identify areas for improvement and provide necessary support.

3. The **Validation and Quality Assurance Team** are the following:

<b>Chairman: Dr. Margarito A. Cadayona, Jr. – OIC- DSD</b> <b>Vice-chair: Dr. Jun-Nilou D. Dulfo – OIC – ASDS</b> <b>Legal : Atty. Rhea P. Aguado – Legal Officer</b>	
<b>CURRICULUM</b>	<b>OPERATION</b>
<b>Leader: Dr. Renato S. Cagomoc – CID Chief</b>	<b>Leader: Dr. Avelina P. Tupa – OIC-SGOD Chief</b>
<b>Members:</b> 1. Dr. Nelson R. Bello – EPS/ADM Coord. 2. Dr. Noel E. Sagayap – EPS-LR 3. Dr. Joy B. Saldana – EPS-Science 4. Dr. Erwin L. Purcia – EPS-English 5. Dr. Lourdes L. Matan – EPS-Filipino 6. Mr. Arnold M. Jaraba – EPS-TLE 7. Mrs. Mercedita S. Garcia – EPS-MAPEH 8. Anabelle O. Yangzon – PSDS C3	<b>Members:</b> 1. Mr. Oscar D. Billate, Jr – EPS-SGOD 2. Mr. Robert Anthony Ygrubay – SMME 3. Ms. Asther Bachar – EPS II-SMME 4. Ms. Panela Galena –SEPS-PR 5. Ms. Carren Meryl Cabadsan-SEPS-SocMob 6. Mrs. Marita Senolos – SEPS-HRD
School PTA President, SSG president	

4. The school shall prepare all necessary documents for the validation and QA to include: Pertinent Application Documents (with letter of intent, proposal and implementation plan), adjusted 4-year curricular/class program and subject loading of teachers, inventory of LMs, Materials/Equipment/Facilities for the implementation of the program, MOA, Memoranda, and other issuances. They shall also prepare short program for this activity.
5. This serves as **Travel Authority** of the validation team.
6. Expenses relative to the conduct of the validation and QA (to include supplies, food of the validators and other expenses) shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.



  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
OIC - Schools Division Superintendent

Reference: DO 021, s. 2019; Div Memo No. 234, s. 2025  
To be indicated in the Perpetual Index under the following subjects:  
Nigh HS

Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2025

**CONDUCT OF DIVISION CONSULTATIVE CONFERENCE AND VALIDATION AND  
QUALITY ASSURANCE ON THE FOUR-YEAR CURRICULAR PROGRAM  
OFFERING OF CALBAYOG CITY  
NIGHT HIGH SCHOOL**

**ACTIVITY MATRIX**

TIME	ACTIVITY / RESPONSIBLE PERSON										
1:00 – 1:30 PM	<b>Preliminaries:</b> <ul style="list-style-type: none"> <li>- National Anthem</li> <li>- Prayer</li> <li>- DepEd Quality Policy Statement</li> <li>- Body Conditioning</li> <li>- Attendance Check</li> <li>- Welcome Message - <b>Maricel P. Alegria</b> – School Head</li> <li>- Statement of Purpose - <b>Dr. Renato S. Cagomoc</b> – CID Chief</li> <li>- Message - <b>Dr. Margarito A. Cadayona, Jr.</b> - SDS</li> <li>- Rationale - <b>Dr. Nelson R. Bello</b> – EPS/ADM Focal</li> </ul>										
1:30 – 2:00 PM	<b>ADM : Legal Basis on the Establishment of Night High School</b> <b>Dr. Nelson R. Bello</b> <b>EPS</b>										
2:00 – 2:30 PM	<b>Mechanics of the Validation Process</b> <b>Oscar D. Billate</b> – EPS/SGOD <b>Mr. Robert Ygrubay</b> – SMME SEPS Designate <b>Panela Galena</b> – SEPS/PR										
2:30 – 3:00 PM	<b>Mechanics of the Quality Assurance Process</b> <b>Dr. Erwin L. Purcia, PD-QM</b> – EPS										
3:00 – 4:30 pm	<b>VALIDATION AND QUALITY ASSURANCE PROPER</b> <table border="0"> <tr> <td></td><td align="right"><b>Responsible Team</b></td></tr> <tr> <td>I. <b>Application Process &amp; Legal Compliance</b></td><td align="right">- CID/SGOD/Legal</td></tr> <tr> <td>II. <b>Compliance with Curriculum Requirements</b> (Subjects, Class Program, Teaching Loads, Learning Resources/Materials/Facilities/Equipment)</td><td align="right">- CID</td></tr> <tr> <td>III. <b>Human Resource, School Operation &amp; Stakeholders/ Linkages</b></td><td align="right">- SGOD</td></tr> <tr> <td>IV. <b>Monitoring, Evaluation &amp; Feedbacking</b></td><td align="right">- CID/SGOD</td></tr> </table>		<b>Responsible Team</b>	I. <b>Application Process &amp; Legal Compliance</b>	- CID/SGOD/Legal	II. <b>Compliance with Curriculum Requirements</b> (Subjects, Class Program, Teaching Loads, Learning Resources/Materials/Facilities/Equipment)	- CID	III. <b>Human Resource, School Operation &amp; Stakeholders/ Linkages</b>	- SGOD	IV. <b>Monitoring, Evaluation &amp; Feedbacking</b>	- CID/SGOD
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4:30 – 5:00 pm	<b>CLOSING PROGRAM</b> <b>Nationalistic Song</b> <b>Tribute to God</b> <b>Message of Support and Commitment</b> - <b>OSDS, CID, SGOD Heads</b> <b>Acceptance Message</b> - <b>School Head</b> <b>Next Steps</b> - <b>ADM Coordinator</b> <b>-School Head</b>										



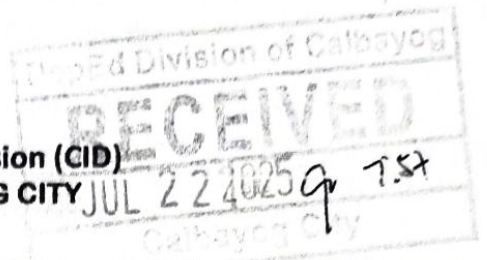
Republic of the Philippines  
Department of Education

REGION VIII

Curriculum and Implementation Division (CID)

SCHOOLS DIVISION OF CALBAYOG CITY

Calbayog City



July 21, 2025

Dr. Margarito A. Cadayona Jr., CESO VI  
Schools Division Superintendent  
DepEd – SDO Calbayog City

**Subject: Strong Recommendation for the Rescission of Division Memorandum No. 234, s. 2025 Implementation of the Four-Year Curriculum Program at Calbayog City Night High School**

Dear Sir,

Warm greetings of respect and commitment to quality education.

I am writing to formally express my strong and clear position regarding the issuance of Division Memorandum No. 234, s. 2025, titled "*Implementation of the Four-Year Curriculum Program at Calbayog City Night High School (CCNHS)*." While the intent of aligning with national curriculum reforms is commendable, I respectfully emphasize that the said memorandum was prematurely released to the field **without the completion of required documentation, curriculum evaluation, stakeholder consultation, and endorsement to the Regional Office for validation**, as prescribed by DepEd policy.

This is now the **second instance** in which our Office has issued a reminder to the school head and noted procedural oversight in the approval process. The Curriculum Implementation Division (CID), under my supervision, upholds the integrity of curriculum standards and adherence to the **appropriate approval mechanisms set forth in DepEd Orders**, including:

- **DepEd Order No. 44, s. 2015** – *Guidelines on the Request and Approval of New School Offerings or Program Modifications*
- **DepEd Order No. 21, s. 2019** – *Policy Guidelines on the K to 12 Basic Education Program*
- **DepEd Order No. 40, s. 2012** – *Guidelines for the Establishment and Implementation of Public Secondary Education Programs*
- **Republic Act No. 9155** – *Governance of Basic Education Act*, mandating the Schools Division Office to enforce policy compliance

Given these established guidelines, I respectfully and strongly **recommend the immediate rescission** of Division Memorandum No. 234, s. 2025. Any changes to existing school program structures—such as the proposed transition of CCNHS from a five-year to a four-year high school program—must undergo the following processes before implementation:

1. **Feasibility Study and Curriculum Evaluation** led by CID
2. **Consultation with Stakeholders**, including the PTA, teaching personnel, and community partners

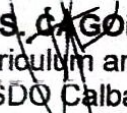
3. **Review and Endorsement** by the Division Office to the Regional Office
4. **Validation and Final Approval** from the Regional Office
5. **Issuance of a New Division Memorandum** grounded on the above steps

As CID Chief, my function is to ensure that all curriculum initiatives across schools are compliant with national standards, well-studied, and appropriately endorsed before execution. Premature implementation without Regional Office validation not only violates policy but may affect program credibility, resource allocation, and the learners' academic trajectory.

In the interest of transparency, compliance, and quality assurance, I urge your good office to consider the rescission of the existing memorandum and allow the CID to coordinate the required steps before any reissuance.

I remain fully committed to supporting this initiative once the necessary groundwork is complete and validated. Thank you for your guidance and continued leadership.

Respectfully,

  
**RENATO S. GOMOC, EdD., DM.**  
Chief, Curriculum and Implementation Division  
DepEd – SDO Calbayog City