



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

April 22, 2026

DIVISION MEMORANDUM

No. 102, s. 2026

**ASSIGNMENT OF DISTRICT COORDINATORS FOR PARTNERSHIPS AND
DATA REPORTING TIMELINES**

TO : Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads
All others concerned

1. To streamline the establishment of school partnerships and ensure the timely consolidation of data requirements, the Social Mobilization and Networking (SMN) Unit hereby designates the following personnel as **District Coordinators**. They shall serve as the primary point persons for all partnership initiatives and reporting tasks in their respective areas:

DISTRICT	COORDINATOR/ IN-CHARGE	POSITION
Calbayog 1 and Tinambacan 2	Carren Meryl A. Cabadsan	SEPS - SMN
Calbayog 2 and Oquendo 2	Eliseo A. Amatosa	PDO I
Calbayog 3 and Tinambacan 1	Katherine A. Capalis	PDO 1
Calbayog 4 and Oquendo 3	Reggie C. Halabaso	PDO 1
Calbayog 5 and Tinambacan 3	Aliza C. Borela-Roa	PDO 1
Calbayog 6 and Oquendo 1	Joanna Lou V. Purтора	EPS II - SMN

2. These assigned personnel are expected to carry out the following tasks, among others:



Address: P2 Brgy. Hamorawon, Calbayog City, Samar

Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph>

- Coordinate and consolidate monthly DepEd Partnership Database System (DPDS) submissions;
- Consolidate Brigada Eskwela Accomplishment Reports;
- Facilitate the submission of Oplan Balik Eskwela Reports;
- Collect and update the directory of District and School Parents-Teachers Association (PTA) Officers; and
- Execute other partnership-related tasks as assigned by the Division Office

3. To address previous issues regarding online traffic and submission difficulties within the Central Office's DPDS portal, the Schools Division Office (SDO) hereby implements the following adjusted reporting schedule:

- **Division DPDS Deadline:** Every 27th day of the current month.
- **Regional DPDS Deadline:** Every 3rd day of the following month.
- **Central Office DPDS Deadline:** Every 7th day of the following month.

4. Consistent with the Regional requirement to submit reports five (5) days before the Central Office deadline, all School Heads are strictly directed to upload their reports on or before the Division deadline. This ensures sufficient time for validation and consolidation at the Division and Regional levels.

5. Immediate dissemination of and compliance with this Memorandum is desired.


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

