



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

July 9, 2026

DIVISION MEMORANDUM

No. 270, s. 2026

**SUBMISSION OF SCHOOL ICT PLAN (CY 2026–2027) AND NARRATIVE
REPORT (CY 2025–2026) THROUGH THE DOCUMENT SUBMISSION
MONITORING SYSTEM (DoSMS)**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
District Supervisors
SDO Unit Heads
Division Office Personnel

1. In line with the Schools Division Office's institutional commitment to digital transformation and the streamlined monitoring of school-level operational accomplishments, this Office mandates the submission of the **School ICT Plan for Calendar Year (CY) 2026–2027** and the **Narrative Report for Calendar Year (CY) 2025–2026**.
2. To advance our objective of a paperless and highly accountable reporting workflow, all submissions shall be made exclusively through the new **Document Submission Monitoring System (DSMS)** module. The submission window will be open on **August 1, 2026**, and will close at 5:00 PM on **August 31, 2026**.
3. The required data and forms are to be accomplished and uploaded **directly by the School Heads**. Submissions must follow the standards below:
 - **School ICT Plan (CY 2026–2027)**: Outlining strategic technology integration, infrastructure development plans, and targeted capability building for teaching and non-teaching personnel.
 - **Narrative Report (CY 2025–2026)**: Detailing accomplishments, localized innovations, best practices, and technical challenges encountered during the previous cycle, complete with means of verification (MOVs).
4. Please be advised that the DoSMS portal is currently undergoing final optimization and configuration by the Regional ICT Unit. The official URL link, access credentials, and technical user guide for the online platform will be

announced through a separate advisory at a later date prior to the opening of the submission window.

5. The Information Technology Officer (ITO) and the IT Unit staff shall directly monitor the progress and completeness of all school compliance within the system dashboard during the submission period. School Heads are advised to coordinate closely with the IT Unit helpdesk should any system-related concerns arise.
6. Immediate dissemination of and strict compliance with this Memorandum is desired. Immediate dissemination of and strict compliance with this Memorandum is desired.

FM:

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

