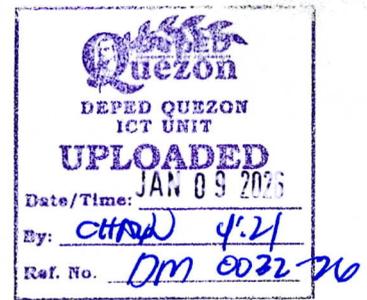




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



7 January 2026

DIVISION MEMORANDUM
DM No. 0032 s. 2026

**UPDATING OF THE DESIGNATED DISTRICT SCHOOL HEAD IN-CHARGE OF
LEARNER FORMATION FOR CALENDAR YEAR 2026**

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

1. In reference to **DepEd Order No. 12, s. 2025** titled **Multi-Year Implementing Guidelines on the School Calendar and Activities**, this Office, through the School Governance and Operations Division – Learner Formation Section (SGOD-LFS), requests all districts on the updating of their designated school head in-charge of learner formation for the calendar year 2026.
2. All Public Schools District Supervisors (PSDSs) shall fill out the needed information about their designated coordinator through the link **<https://tinyurl.com/SHICLF2026>** on or before **January 12, 2026**.
3. Kindly read the Enclosure for reference and guide on the content of the designation order.
4. For the information and compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

sgod/mamt/01/07/2026

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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Enclosure to DM No. 0032 s. 2026

**Guidelines for the Designation of District School Head In-Charge of
Learner Formation**

I. Qualifications

The District School Head to be designated as **In-Charge of Learner Formation** shall meet the following qualifications:

1. Position and Appointment

- Must be a duly appointed **School Head** (Elementary or Secondary) within the district.
- Must have at least **one (1) year of experience** as School Head at the time of designation.

2. Relevant Experience

- Has demonstrated active involvement in the **implementation, supervision, or coordination** of Learner Formation Programs such as, but not limited to:
 - Learner Government Program (SELG/SSLG)
 - Youth for Environment in Schools Organization (YES-O)
 - Barkada Kontra Bisyo (BKB)
 - Red Cross Youth Council (RCYC)
 - Youth Entrepreneurship and Cooperativism in Schools (YECS)
 - Scouting, core values promotion, and other leadership-related initiatives
- Has provided technical assistance to teacher-advisers or school clubs and organizations.

3. Leadership and Management Competence

- Possesses strong **instructional leadership, coordination, and monitoring skills**.
- Has experience in **program planning, implementation, documentation, and reporting**.

4. Performance and Professional Standing

- Has at least a **Very Satisfactory performance rating** in the most recent Individual Performance Commitment and Review Form (IPCRF).
- Has no pending administrative or disciplinary case.

5. Commitment and Availability

- Willing and able to perform **district-level learner formation functions** without prejudice to school-based duties.
- Demonstrates commitment to learner welfare, leadership development, and values formation.

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II. Terms of Reference (within the Calendar Year)

The District School Head In-Charge of Learner Formation shall perform the following duties and responsibilities within the calendar year of designation:

1. **Planning and Coordination**

- Assist the Schools Division Office (SDO), through the SGOD–Learner Formation Section, in the **planning, coordination, and implementation** of district-level learner formation programs and activities.
- Ensure alignment of district initiatives with **national, regional, and division learner formation policies and programs.**

2. **Technical Assistance and Capacity Building**

- Provide **technical assistance, mentoring, and guidance** to School Heads, teacher-advisers, and learner leaders on the effective implementation of learner formation programs.
- Support the conduct of orientations, trainings, elections, planning workshops, and related capacity-building activities.

3. **Monitoring and Quality Assurance**

- Monitor the **implementation, compliance, and performance** of learner formation programs in schools within the district.
- Assist in identifying best practices, gaps, and areas for improvement for continuous program enhancement.

4. **Documentation and Reporting**

- Consolidate and submit **district-level reports, accomplishment reports, and required documentation** to the SDO within prescribed timelines.
- Assist in data gathering for program evaluation, recognition activities, and policy development.

5. **Advocacy and Stakeholder Engagement**

- Promote learner formation advocacy and encourage **active participation of learners, teachers, parents, and community partners.**
- Coordinate with internal and external stakeholders in support of learner formation initiatives.

6. **Support to Division Activities**

- Assist the SDO in the implementation of **division-wide learner formation activities**, competitions, searches, and recognition programs as may be assigned.
- Perform other related tasks that may be delegated by the Schools Division Superintendent or authorized officials.

7. **Duration of Designation**

- The designation shall be **effective within the calendar year** and shall be subject to **review, renewal, or re-designation** based on performance and operational needs.

-nothing follows-

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