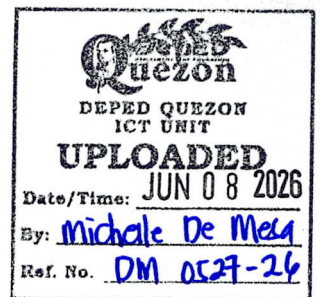




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



June 3, 2026

**DIVISION MEMORANDUM**

No. 0529, s. 2026

**PILOT IMPLEMENTATION OF LEARNER FORMATION MANAGEMENT SYSTEM –  
CLUB ELECTION REPORTS v1.0**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Elementary and Secondary School Heads  
School Heads In-Charge of Learner Formation  
All Others Concerned

1. This Office announces the pilot implementation of the Learner Formation Management System (LFMS) – Club Election Reports Version 1.0, effective June 8, 2026, across all schools within the division.
2. The system aims to streamline the submission, monitoring, and consolidation of club election reports, ensuring accurate and efficient documentation of learner organization activities.
3. All concerned school heads and designated personnel are hereby instructed to:
  - Participate in the pilot implementation;
  - Ensure timely submission of required election reports through the system;
  - Coordinate with the Division Learner Formation Coordinator (DLFC) for technical guidance and support; and
  - Provide feedback to further improve the system.
4. As part of the transition phase for the new system, all District School Heads In-Charge of Learner Formation are requested to attend an online orientation for the technical demonstration and navigation of the LFMS. The concerned personnel are also advised to prepare an available desktop or laptop for the hands-on activity.



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>



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5. The meeting link for the orientation is <https://depedquezon.com.ph/link/PILOT-LFMS-CLUB>

6. Immediate and wide dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

yfsrto06/03/2026



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E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>