



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

March 13, 2025

DIVISION MEMORANDUM
No. 036, s. 2025

**IMPLEMENTATION OF STANDARDIZED TEMPLATES FOR ATTENDANCE AND
REGISTRATION IN THE SCHOOLS DIVISION OF DAVAO ORIENTAL**

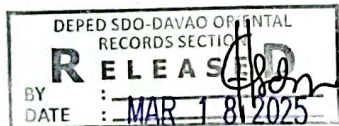
To : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Division Personnel


In compliance with **DepEd Memorandum No. 044, s. 2023**, titled "*Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines (NEAP) Core Programs*", the Schools Division of Davao Oriental shall implement the use of standardized templates for attendance and registration in all official activities.

This initiative aligns with the *One DepEd, One QMS* framework to ensure consistency in the documentation, monitoring, and evaluation of professional development activities.

All **districts, schools, and division personnel** are hereby directed to use the prescribed templates when submitting reports related to professional development programs. Copies of the templates are attached for reference and immediate implementation.

For strict compliance.




DR. JOSEPHINE L. FADUL
Schools Division Superintendent

SGOD/mgm



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