



ESSD-RM-2026-276

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

22 April 2026

Regional Memorandum

No. 276 s. 2026

**SUBMISSION OF ANNUAL ACCOMPLISHMENT REPORTS ON
SCHOOL HEALTH-RELATED PROGRAMS, PROJECTS,
AND ACTIVITIES FOR SY 2025-2026**

To **Schools Division Superintendents**
All Others concerned

1. Relative to Memorandum DM-OUGOPS-2026-08-00549¹, the Department of Education Regional Office IV-A CALABARZON, through the Education Support Services Division–School Health Section, announces the submission of annual accomplishment reports of school health-related programs, projects, and activities for SY 2025-2026 as the school year concludes.
2. To ensure that the intended outputs and outcomes of the program are accurately documented, your esteemed office is hereby directed to adhere to the guidelines stated in the previous memorandum for SY 2024-2025, which instructs on the optimal uses of the **one comprehensive data reporting template for SY 2025-2026**, containing the following tools and its purpose, specifically designed, to wit:
 - a. **School Health Personnel Directory and Personnel Monitoring Template** - report the status of the Regional School Health Personnel and contract of Service Personnel
 - b. **Programs, Projects and Activities (PPAs) Monitoring Template** - report the accomplishment of school-health related activities and its expenditures.
 - c. **Region-specific folders (School Health Accomplishment Report and Health-Related Data)** - report accomplishments on program -specific and health-related data.
3. All these reporting templates are accessible through this link: <https://bit.ly/UnifiedSHDTool>.
4. It is further directed to carefully read the template instruction or watch the video tutorial on how to navigate the reporting tool before encoding, which can be accessed through this link: <https://tinyurl.com/Reporting-Tool-Walkthrough>.

¹ Submission of Annual Accomplishment Data Reports on School Health-Related Programs, Projects, and Activities for SY 2025-2026

5. Please be guided by the following schedules to ensure effective and timely reporting. Meeting links related to this activity will be sent via email or in the Facebook group chat.

Activity	Date	Responsible Office
Online technical assistance on the reporting tool	March 10, 2026	CO
Collection and encoding of data	March 11 to May 15, 2026	SDO
Closing of the reporting tool	May 15, 2026	SDO
Editing of the reporting tool	May 18-22, 2026	RO
Review and analysis of the edited reporting tool	May 25-29, 2026	SDO
Regional validation of SDOs' consolidated accomplishment report	June 2-4, 2026	RO & SDO
Closing of the reporting tool	June 6, 2026	CO
Online validation of the regional consolidated accomplishment report	June 9, 2026	CO

6. The schedule of each Schools Division Office for validation of the consolidated accomplishment report is provided in **Annex A**.
7. For concerns and inquiries, you may coordinate with Eduarda M. Zapanta, Chief Education Supervisor of ESSD, or Dr. Pearl Oliveth S. Intia, Medical Officer IV of ESSD-SHN, at the following email addresses: essd.calabarzon@deped.gov.ph. or pearl.intia@deped.gov.ph.
8. Immediate dissemination and strict compliance with this Memorandum is desired.


CARLITO D. ROCAFORT
 Director IV

ANNEX A. SCHEDULE OF ONLINE VALIDATION OF SDOs' CONSOLIDATED ACCOMPLISHMENT REPORT

PRESENTER	VALIDATOR
Batch 1 – June 02, 2026	
Antipolo City	Bacoor City
Bacoor City	Batangas City
Batangas City	Batangas
Batangas	Biñan City
Biñan City	Cabuyao City
Cabuyao City	Calaca City
Calaca City	Calamba City
Calamba City	Antipolo City
Batch 2 – June 03, 2026	
Carmona City	Cavite Province
Cavite Province	Cavite City
Cavite City	Dasmaringas City
Dasmaringas City	General Trias City
General Trias City	Imus City
Imus City	Laguna
Laguna	Lipa City
Lipa City	Carmona City
Batch 3 – June 04, 2026	
Lucena City	Quezon
Quezon	Rizal
Rizal	San Pablo City
San Pablo City	San Pedro City
San Pedro City	Santa Rosa City
Santa Rosa City	Santo Tomas City
Santo Tomas City	Tanauan City
Tanauan City	Tayabas City
Tayabas City	Lucena City

MECHANICS OF VALIDATION

1. Validation will be from **1:00 – 5:00 p.m.** for each batch.
2. The allotted time for each SDO is **30 minutes**, of which 15 minutes is for the presentation of Consolidated Key Indicators, and 15 minutes for the assigned SDO and Regional Office (RO) to conduct validation, provide critiques, and raise queries relevant to the presentation.
3. All SDOs are expected to strictly adhere to the prescribed time allocation to ensure the smooth flow of the activity.

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUGOPS-2026-08-00549

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ESSD AND SGOD CHIEFS
SCHOOL HEALTH PERSONNEL
ALL OTHERS CONCERNED

FROM : MALCOLM S. GARMA
Undersecretary



RECEIVED
APR 13 2026

BY:.....

SUBJECT : SUBMISSION OF ANNUAL ACCOMPLISHMENT DATA REPORTS
ON SCHOOL HEALTH-RELATED PROGRAMS, PROJECTS, AND
ACTIVITIES FOR SY 2025-2026

DATE : March 6, 2026

In accordance with the OUOPS Memorandum No. **OM-OUOPS-2025-07-02351**: Implementing **Guidelines on the Allocation, Utilization, Documentation, and Reporting of the Program Support Funds (PSF) for the Field Implementation of Learner Support Programs (LSP) for Fiscal Year (FY) 2025 and DepEd Memorandum** titled **Supplemental Guidelines for the Conduct of Mandatory Learner's Health Assessment for SY 2025-2026**, this office, through the Bureau of Learner Support Services – School Health Division, requests the submission of annual accomplishment reports of school health-related programs, projects, and activities for SY 2025-2026 as the school year concludes.

To ensure that the desired outputs and outcomes of the program are properly documented, your esteemed office is directed to observe the following guidelines:

1. As stated in the previous memorandum for SY 2024-2025, minor revisions were made to the template, combining the Medical, Dental, and Nursing Services; the National Drug Education Program (NDEP); the Adolescent Reproductive Health Program (ARH); and the School Mental Health Program into one comprehensive data reporting template for **SY 2025-2026**.
2. The updated tool also incorporates the monitoring of the Human Resource and Financial and Activity Management templates. This addition requires the reporting of the status of Regional School Health Personnel and Contract of Service personnel. Specifically, it tracks the number of filled and unfilled positions to identify staffing gaps in the field. Furthermore, a Quarterly Budget Monitoring

section has been integrated to track the accomplishment of Program Support Funds (PSF). It mandates the reporting of allotments, obligations, and disbursements to ensure the timely utilization of funds.

3. All reporting templates are accessible in the designated Google Folder. The folder contains:
 - The **School Health Personnel Directory** — for encoding the name, position, program handled, and contact details of school health personnel
 - The **Personnel Monitoring Template** — for reporting the status of school health personnel and Contract of Service (COS) positions.
 - The **Programs, Projects, and Activities (PPAs) Monitoring Template** — for reporting the accomplishment of school-health related activities and its expenditures.
 - **Region-specific folders (School Health Accomplishment Report and Health-Related Data)** — each containing the program-specific accomplishment report and health-related data template for each region.

Please access this link for the **reporting tool**: <https://bit.ly/UnifiedSHDTool>

4. Before encoding, please read the template instructions carefully.
5. Salient features of the reporting tool:

A. School Health Personnel Directory

- Gathers on the school health personnel per region and division and serves as the official reference for identifying personnel responsible for each school health program
- This directory shall be updated **on a rolling basis** whenever there are changes in personnel assignment

B. School Health Personnel Monitoring Template

- Covers both **Plantilla and Contract of Service (COS)** school health personnel as of the reporting period.
- Regions/divisions must report the **NUMBER** of items, filled and unfilled items per position to identify staffing gaps. **Please encode numerical values only.**
- One (1) tab per region, with a consolidation tab and dashboard that automatically summarizes the regional data.
- Similar to the personnel directory, this shall be updated on a rolling basis whenever there are changes.

C. PPAs Monitoring Template

- Covers the monitoring of the program support fund for the entire school year.
- Regions/divisions must report activities conducted, including the number of participants, total budget expenditure, and source of funds (Downloaded Funds (current or continuing), MOOE, LGU, Other Partners) per quarter.
- The consolidation tab automatically summarizes all regional data and must **NOT** be edited directly.
- For the purpose of this reporting period, please report data for the entire SY 2025-2026. In the next cycles, this must be submitted quarterly.

D. School Health Accomplishment Report and Health-Related Data (In the Regional Folders)

- Each region has a separate spreadsheet containing one (1) tab per SDO, one (1) consolidation tab, and one (1) dashboard.
- Encoding must be done **only in the designated SDO tabs**, in the **white cells only**. Please only encode **NUMBERS**.
- The consolidation tab automatically summarizes all SDO data for the region. Do not encode directly into it.
- Adding an SDO tab is permitted, but **adding or deleting rows or columns within the SDO tab is strictly NOT allowed**, as this will break the consolidation and dashboard
- For this reporting period, please report data for SY 2025-2026. In the next cycles, this must be submitted quarterly.

6. To ensure effective and timely reporting, please note the schedules below. Meeting links for the Central Office lead will be sent via email or in the Facebook group chat.

Activity	Date	Responsible Office
Online technical assistance on the reporting tool.	March 10, 2026	CO
Collection and encoding of data.	March 11 to May 28, 2026	SDO
Regional validation of SDOs' consolidated accomplishment report.	June 4-5, 2026	RO
Closing of the reporting tool.	June 6, 2026	CO
Online validation of the regional consolidated accomplishment report.	June 9, 2026	CO

For further information, questions, concerns, or technical support requests, please contact **Phanny S. Ramos**, Health Education and Promotion Officer III, and **Bianca Hidalgo**, Technical Assistant II, of the Bureau of Learner Support Services via email at blss.shd@deped.gov.ph

