



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

April 22, 2026

DIVISION MEMORANDUM

No. 285, s. 2026

**SUBMISSION OF THE ACCOMPLISHMENT REPORTS RELATIVE TO THE
LEARNING AND DEVELOPMENT AND APPLICATION OF EDUCATION IN
ACCORDANCE WITH DEPED ORDER NO. 7, 2023 RE GUIDELINES
ON RECRUITMENT, SECTION AND APPOINTMENT IN THE
DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **Department of Education Order No. 007, s. 2023**, titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*, as well as **Division Memorandum No. 1, s. 2025** (*Division Guidelines and Templates for the Application of Education—including Action Plan, Re-Entry Action Plan, Job-Embedded Learning, and Impact Project*) and **Division Memorandum No. 264, s. 2026** (*Guidelines on the Strict Implementation of Complete Staff Work*), all required compliance documents—including those from previous years—shall be submitted on or before **May 15, 2026** to the Schools Division Office for appropriate action.
2. In line with the policy on **Complete Staff Work (CSW)**, **late submissions** of accomplishment reports, certifications, and action plans related to Learning and Development (L&D) and Application of Education shall **no longer be accepted or processed**.
3. This Office reaffirms its commitment to equity and inclusivity. No form of discrimination shall be tolerated in the conduct and recognition of this process, regardless of age, school assignment, gender, civil status, disability, religion, or any other personal circumstance, in adherence to the principles of equal opportunity.
4. Immediate and wide dissemination of, and compliance with this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC - Schools Division Superintendent



Enclosure : As stated
Reference : **DepEd Order No. 007, s. 2023**
No. of Pages : 1

To be indicated in the Perpetual Index under the following subjects

Application of Education

Application of Learning and Development