



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

13 Jul 2026

DIVISION MEMORANDUM

CID-2026-108

DATA ENCODING ON KINDERGARTEN TO GRADE 6 TEACHERS,
MASTER TEACHERS, AND SCHOOL HEADS IN SUPPORT OF
THE TEACHER EFFECTIVENESS AND COMPETENCIES
ENHANCEMENT PROJECT (TEACEP)

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

1. In reference to **Regional Memorandum NEAP-2026-057**, titled *Request for Data Encoding on Kindergarten to Grade 6 Teachers, Master Teachers, and School Heads in Support of the Teacher Effectiveness and Competencies Enhancement Project (TEACEP)*, all schools offering the elementary curriculum are hereby directed to encode the required data through the prescribed link on or before **July 16, 2026**.

<https://bit.ly/Kto6TEACEP>



2. To ensure the accuracy, completeness, and integrity of the submitted data, schools are advised to designate a competent personnel who shall be responsible for the encoding process. Encoders are strongly encouraged to use a laptop or desktop computer with a stable internet connection to minimize encoding errors, data loss, and system discrepancies.

3. All required fields in the template must be accomplished. For data fields that are not applicable, encoders shall encode **"0"**. Under no circumstances shall fields be left blank.

4. Encoders shall regularly review and validate all encoded information prior to submission and maintain a copy of the accomplished data for reference and possible re-encoding when necessary.

5. Failure to submit complete and accurate data within the prescribed timeline shall be considered **non-compliance with the data requirements of the Regional Office and Central Office**. Moreover, the encoding link shall automatically close





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after the deadline, and no further submissions or modifications shall be accommodated.

6. Upon the closure of the encoding period, all submitted data shall be considered **final and official**. Schools through school heads shall therefore ensure that all entries are thoroughly checked and verified prior to submission.
7. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.
8. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

DATA
PROGRAMS

Judith B. Alba/CID/MLA – data encoding on kindergarten to grade 6 teachers, master teachers, and school heads in support of the teacher effectiveness and competencies enhancement project (teacep)
0469/July 13, 2026

