



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

09 Sep 2026

DIVISION MEMORANDUM
SGOD-2026-240

CORRIGENDUM AND ADDENDUM TO SGOD-2026-231
(DEPED SARANGANI DISTRICT KUMUSTAHAN)

To: Assitant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. Relative to Division Memorandum SGOD-2026-231, please be guided by the following changes and additional information regarding the conduct of the DepEd Sarangani District Kumustahan.

2. Accordingly, the following changes in venue shall be observed:

Municipality	From	To
Glan	Glan-Padidu CES	Hadji Musa IS
Malungon	Lourdes Yatoy IS	Dakuk Tumulon IS

3. Enclosure 1 (Activity Matrix) and Enclosure 2 (Activity Mechanics) are attached hereto for reference and guidance.

4. Attendance of all School Heads is mandatory. Proxy attendance shall not be permitted. A written justification shall be required in case of absence.

5. All other provisions of the said memorandum shall remain in full force and effect.

6. For inquiries and clarifications, please contact Ms. Ma. Shirley M. Cardinal at 09750615427.

7. For the information, guidance, and compliance of all concerned.

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: As stated





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Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ACTIVITIES
COMMUNICATION

MSMC/SGOD/DM – corrigendum and addendum to SGOD-2026-231 (deped sarangani district kumustahan)
0692/September 9, 2026



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph





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Enclosure 1: Activity Matrix

Time	Activity	Responsible person
7:00AM – 8:00AM	Arrival and Registration	Participants
8:01AM – 8:30AM	Opening Program	
	National Anthem	
	Prayer	
	DepEd Quality Policy Statement	
	Opening Remarks	DONNA S. PANES Chief, CID
	Acknowledgement of Participants	IRMA MAY G. DINASAS AO-V
	Statement of Purpose and Mechanics of Kumustahan	MA. SHIRLEY M. CARDINAL Chief, SGOD
8:31AM – 9:00AM	Message	ATTY. NELYN B. FRINAL, CESE Schools Division Superintendent
9:01AM – 11:00AM	Kumustahan Proper	ADS, Chiefs, Section & Unit Heads
11:01AM – 11:30AM	Closing Program	
	Presentation of Issues, Concerns and Support Needed, Next Steps, and Agreements	
	Words of Thanks	PSDS





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Enclosure 2: Activity Mechanism

Objective: To provide school heads with a fast, systematic, and efficient venue to raise concerns, seek clarification, and obtain immediate technical assistance from different section and unit heads within a limited timeframe.

Step 1: Scanning of Issues and Concerns

School Heads shall come prepared with their most pressing concerns, challenges, and unresolved issues, clearly stating the actions, assistance, or decisions needed from the concerned Section and Unit Heads to facilitate efficient discussion and immediate resolution.

Step 2: Five-Minute Consultation per Section or Unit Head

Minute 1-2- School Head presents concern, issue, or request.

Minute 3-4- Section or Unit Head provides clarification, guidance, or action required.

Minute 5- Agreement on next steps and recording of commitments.

Step 3: Rotating System

After agreement has been made, School heads immediately move to their next identified station. Section and Unit Heads remain at their respective tables. Rotation continues until all assigned stations have been visited.

Step 4: Documentation and Tracking

Each Section and Unit Heads shall record school name, issues/concern raised, immediate action taken, and remarks.

