DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
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DIVISION MEMORANDUM
SGOD-2026-261

CREATION OF TECHNICAL WORKING GROUP (TWG) FOR THE CRAFTING OF THE SDO SARANGANI LEARNER'S MANUAL / STUDENT HANDBOOK

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Division Legal Officer
Division Youth Formation Coordinator
All Others Concerned

1. In reference to DepEd Order No. 40, s. 2012 (DepEd Child Protection Policy), DepEd Order No. 36, s. 2016 (School Operations Manual), and DepEd Order No. 48, s. 2023 (Learner Rights and Protection), there is a need to provide a unified and contextualized guide on learner rights, responsibilities, discipline, and welfare.

2. To ensure a participatory, rights-based, and legally sound formulation of the said manual, a Technical Working Group (TWG) is hereby created to lead the crafting of the SDO Sarangani Learner's Manual / Student Handbook.

3. The TWG shall be composed of the following:

Chairperson: Chief, School Governance and Operations Division (SGOD)
Co-Chairperson: Chief, Curriculum Implementation Division (CID)
Lead Secretariat/Technical Writer: Division Youth Formation Coordinator

Members:

a) Division Legal Officer
b) Division Child Protection/Learner Rights and Protection Focal
c) Division School Governance Council Focal Person
d) Division Guidance Coordinator
e) Education Program Supervisor - Araling Panlipunan
f) Education Program Supervisor – Edukasyon sa Pagpapahalaga
g) Two (2) Public Schools District Supervisors to be designated by the SDS
h) Three (3) School Heads (1 Elementary, 1 Junior HS, 1 Senior HS), to be designated by the SDS
i) Three (3) Guidance Counselors/Guidance Designates, to be designated by the SDS
j) President, Division Federated Supreme Secondary Learner Government (SSLG)

k) President, Division Federated Supreme Elementary Learner Government (SELG)
l) President, Division Federated Parents-Teachers Association (DFPTA)

4. The TWG shall have the following functions and responsibilities:
   a) Conduct review of existing school-level student manuals and related DepEd policies;
   b) Draft the SDO Sarangani Learner's Manual covering learner rights, responsibilities, discipline procedures, grievance mechanisms, and welfare programs;
   c) Facilitate consultative meetings with learners, parents, teachers, and stakeholders;
   d) Submit the draft manual for legal review and for comments of the Office of the Schools Division Superintendent; and
   e) Finalize the manual for approval and issuance of a Division Memorandum for its adoption.

5. All expenses relative to the conduct of writeshops and consultations shall be charged against the local fund subject to the usual accounting and auditing rules and regulations.

6. The first meeting/writeshop of the TWG shall be on October 7, 2028. The venue shall be announced at the earliest opportunity.

7. For inquiries and clarifications, please contact Junellete D. Mabunga, Division Youth Formation Coordinator, through junellete.mabunga@deped.gov.ph.

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

Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
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ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

RLM/SGOD-SMNS/DM– notice of meeting for deped national employees union sdo sarangani chapter officers 0736/September 08, 2026

ATTACHMENT A
Terms Of Reference (TOR)

Technical Working Group for the Crafting of SDO Sarangani Learner's Manual/Student Handbook

I. Rationale

To provide a standardized, contextualized, rights-based, and child-protection compliant Learner's Manual for all public schools in SDO Sarangani.

II. Objectives

1. To harmonize existing school student handbooks with current DepEd policies;
2. To clearly define learner rights, responsibilities, and discipline procedures anchored on restorative justice; and
3. To institutionalize a division-wide Learner's Manual.

III. Roles and Responsibilities

Chair (SGOD Chief)

- Provides overall direction, approves workplan, ensures policy alignment.

Co-Chair (CID Chief)

- Ensures academic/curriculum-related policies are integrated (assessment, attendance, promotion).

Lead Secretariat (Youth Formation Coordinator)

- Lead writer, consolidates inputs, prepares drafts, coordinates logistics and documentation.

Legal Officer

- Reviews provisions on due process, search and seizure, suspension, expulsion, child protection.

EPS/PSDS/School Heads/Guidance Officers/Division SGC Focal Person

- Provide technical inputs based on field experiences.

Learner Representatives (SSLG/SELG)

- Ensure learner voice, child participation.

PTA President:

- Ensure parent perspective and support.

IV. Deliverables:

1. Draft 1 - Consolidated Manual
2. Draft 2 - After stakeholder consultation
3. Final Copy - Ready for SDS approval and layout

IV. Duration: 30 days from issuance of Memo.