

Office of the Schools Division Superintendent

January 30, 2026

**Division Memorandum**  
No. 53 s. 2026

To: Assistant Schools Division Superintendent  
Chief CID and SGOD  
All Others Concerned

**ADDENDUM TO DM 32 s. 2026**

1. This is to update item 3 of DM 32 s. 2026 to add the AOV-Admin, Medical Officer, Legal Officer, SBFP Focal, ALS Focal, Subject Area Supervisors.
2. Item 4 of DM 32 s. 2026 shall include the English Supervisor, Math Supervisor, the AO V-Admin, AO V-Budget, and Accountant III to compose the team to formulate the initial draft of the QBEDP.
3. It is hereby reiterated that the complete QBEDP Workshop template must be completely accomplished per program holder, unit, or office before it will be presented on February 3, 2024 by the Chiefs of Divisions.
4. For concerns regarding supplies and materials needed relative to the conduct of the activity, it shall be coordinated to the secretariat.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

