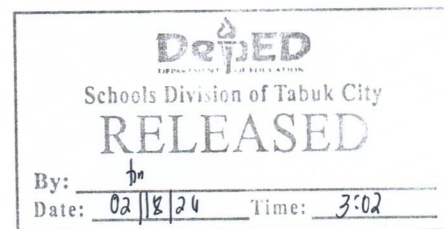




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

February 18, 2026

**DIVISION MEMORANDUM**

No. 85, s. 2026

**ALTERNATIVE DELIVERY MODE DURING LEARNERS' COMPETITIONS  
AND TRAININGS**

To: CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
ALL School Heads Concerned  
School ADM Focal  
Coaches and TWGs  
Class Advisers  
Subject Teachers  
All Others Concerned

1. Relative to the conduct of athletes' in-house training, Cordillera Administrative Region Athletic Association (CARAA) Meet, Regional Press Conference, Regional Festival of Talents, and other related activities (e.g., pre-event preparations and post-event debriefs), this Office requires all schools to implement measures to avoid learning loss and promote learning continuity.
2. In view of this, the School Head, School ADM Focal, Class Advisers, Subject Teachers, and Coaches shall collaboratively design a School Process Flow on ADM Implementation using the attached templates:
  - a. Learner ADM Card
  - b. Coach Receiving Copy & Monitoring Form
  - c. Class Advisers SGLS/LAS Release and Retrieval Form
3. To ensure effective implementation, the following outlines the Roles and Responsibilities:
  - a. Subject Teachers. Prepare and distribute SGLS/LAS for their respective Learning Areas to Class Advisers.
  - b. Class Advisers. Collect SGLS/LAS from Subject Teachers across Learning Areas; distribute them to Coaches before in-house training, Regional Press Conference, CARAA Meet, Regional Festival of Talents, and related activities. Once SGLS/LAS are returned by Coaches, Class Advisers are responsible for returning them to Subject Teachers.



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- c. Coaches. Facilitate ADM sessions based on the training design; manage provision, monitoring, and retrieval of SGLS/LAS during all activities; submit completed SGLS/LAS to the School Head or Class Adviser; submit required reports to the Division Office through the provided consolidation report link per specific activity.
  - d. School Head. Leads plan development; monitor Subject Teachers' and Class Advisers' compliance in providing learning materials; provides technical support for ADM implementation.
  - e. School ADM Focal. Assists the School Head in planning and ADM required forms preparation; coordinates internal monitoring and provides technical support for ADM implementation.
  - f. Division ADM Monitoring Team (PSDS and EPS). Conduct on-site monitoring of ADM sessions; provide a link for Coaches' consolidation reports; validate compliance and submit findings to the Schools Division Office.
4. Teacher-Coaches and Teacher-participants to training with affected classes shall submit "Assigned Activities for Affected Classes" using the attached template and their Travel Order for Schools Division Superintendent approval
  5. Immediate dissemination and strict compliance with this memorandum is desired.



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