



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 3, 2026

DIVISION MEMORANDUM

No. **0377** s. 2026

80326385

**MIDYEAR PROGRAM IMPLEMENTATION REVIEW FOR
HUMAN RESOURCE DEVELOPMENT AND IMPLEMENTATION OF DIGITAL
HELP DESK AND TICKET TRACKING SYSTEM**

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Section/ Unit Heads
All Others Concerned

1. In reference to RM No. 01015, s. 2026 re: Submission of the Physical Targets for SY 2025 HRD Continuing Fund and SY 2026, there will be a Midyear Implementation Review at the **SDO Conference Room** on **August 11, 2026, 1:30 p.m.** This is to ensure proper scheduling and facilitate the successful implementation of all approved HRD activities.
2. In conjunction, the Information Technology Officer (ITO) shall conduct an **Orientation on the Implementation of the Digital Help Desk and Ticket Tracking System**. The orientation aims to familiarize participants with the proper procedures for submitting technical concerns through the Help Desk, promote the effective use of official digital communication platforms, and strengthen awareness of established ICT support and information dissemination mechanisms within the Division.
3. The participants for the said activity are the SGOD and CID chiefs, EPSs, PSDSs, SEPS, EPS II, PDO I-II, MO II, and Section and Unit Heads. In addition, they are requested to submit their proposed activity schedules using the prescribed template to the Human Resource Development c/o Emalyn G. Rempis, SEPS-HRD, on or before **August 5, 2026**, for consolidation.
4. To facilitate the activity, the SGOD and CID Chiefs, program owners, and OSDs through the AO V Admin are requested to submit their proposed activity schedules using the template below:

Functional Division: _____
Program Owners: _____

LIST OF ACTIVITIES	Nature of Activities (Training, Workshop, etc.)	SCHEDULE	Participants

5. For information and guidance

NYMPHA D. GUEMO
Schools Division Superintendent