



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 408, s.2025

**SUBMISSION OF DEPED PARTNERSHIP DATABASE SYSTEM (DPDS) FOCAL PERSONS IN SCHOOLS FOR S.Y. 2025-2026**

To: Chief Education Supervisor, SGOD  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to **DepEd Order No. 28, s. 2022** titled "*Strengthening the Implementation of the Partnership Programs in the Department of Education*", this Office directs all public elementary and secondary schools in the Division to designate and submit the name of their respective DepEd Partnership Database System (DPDS) Focal Person.
2. The DPDS Focal Person shall be responsible for **encoding and updating partnership-related data and reports** of the school into the DPDS platform and coordinating directly with the School Governance and Operations Division (SGOD) through the Social Mobilization and Networking (SMN) unit.
3. The data and reports will be used for the continuous improvement of school-community partnerships and in support of efficient data management in all public elementary and secondary schools under the Schools Division Office of Vigan City.
4. The submission shall be done online through the official Google Form link: <https://bit.ly/DPDSVigan2025>. Please ensure that submissions are made using DepEd email accounts.
5. The **deadline for submission is on or before July 4, 2025** (Friday).
6. Widest dissemination of this memorandum is desired.



**VILMA D. BDA, CESO V**  
Schools Division Superintendent



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