



2604-1043

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

**DIVISION MEMORANDUM**No. 317, s.2026**29** APR 2026**DISSEMINATION OF QUESTIONNAIRE ON SCHOOL FORMS AND GATHERING OF INPUTS FROM TEACHERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to **DM-OUHRODI-2026-1125** titled "*Dissemination of Questionnaire on School Forms and Gathering of Inputs from Teachers*", the Bureau of Human Resource and Organizational Development (BHROD) is undertaking initiatives to gather inputs on existing challenges and issues related to school forms as part of the development of the School-wide Integrated Governance and Administration for Systematic Instructional Guidance (SIGASIG).
2. In this regard, all teachers and school heads are encouraged to participate and voluntarily provide their inputs, comments, and insights on the challenges encountered in accomplishing and managing school forms. Participation in this activity is optional and intended solely to support evidence-based improvements in school processes.
3. The questionnaire may be accessed on or before **April 30, 2026**, via link: <https://tinyurl.com/ConcernsOnForms>.
4. For further clarification, you may coordinate with Ms. Margeaux Cadavez (0917 932 9403) or Mr. Richmond Manalang (0967 456 8579) of the BHROD-Office of the Director through Viber, or via email at [bhrod.od@deped.gov.ph](mailto:bhrod.od@deped.gov.ph).
5. Immediate dissemination of this memorandum is desired.

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

SGOD/aff/DM\_SchoolFormsSurvey  
April 28, 2026



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
☎ (077) 722-20-23 / (077) 632-05-33  
✉ [vigan.city@deped.gov.ph](mailto:vigan.city@deped.gov.ph)  
🌐 [www.depedviganacity.com](http://www.depedviganacity.com)



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

**MEMORANDUM**  
**DM-OUHRODI-2026-1125**

2604-1043 E 622

FOR : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
*Undersecretary for Human Resource and Organizational  
Development and Infrastructure*

SUBJECT : **DISSEMINATION OF QUESTIONNAIRE ON SCHOOL FORMS  
AND GATHERING OF INPUTS FROM TEACHERS**

DATE : April 10, 2026

In line with the Department's efforts to streamline school processes and reduce teachers' administrative workload, the Bureau of Human Resource and Organizational Development (BHROD) is undertaking initiatives to gather inputs on existing challenges and issues related to school forms as part of the development of the **School-wide Integrated Governance and Administration for Systematic Instructional Guidance (SIGASIG)**.

In this regard, Regional Offices and Schools Division Offices are hereby requested to disseminate the online questionnaire to all teachers and school heads within their respective areas of jurisdiction and encourage their participation.

All teachers and school heads are invited to voluntarily provide their inputs, comments, and insights on the challenges encountered in accomplishing and managing school forms. Participation in this activity is optional and intended solely to support evidence-based improvements in school processes.

The questionnaire may be accessed through this link: **[tinyurl.com/ConcernsOnForms](https://tinyurl.com/ConcernsOnForms)**. Kindly ensure that responses are submitted **on or before April 30, 2026 (Thursday)**.

For further clarification, you may coordinate with **Ms. Margeaux Cadavez (0917 932 9403)** or **Mr. Richmond Manalang (0967 456 8579)** of the **BHROD-Office of the Director** through Viber, or via email at **bhrod.od@deped.gov.ph**.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Kindly ensure that responses are submitted **on or before April 30, 2026**.

For further clarification, you may coordinate with **Ms. Margeaux Cadavez (0917 932 9403)** or **Mr. Richmond Manalang (0967 456 8579)** of the **BHROD–Office of the Director** through Viber, or via email at **bhrod.od@deped.gov.ph**.

Thank you.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600

Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 8636654

Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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