



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

**REGIONAL MEMORANDUM**  
No. 354, s. 2026

APR 08 2026

**SUBMISSION OF ANNUAL ACCOMPLISHMENT DATA REPORTS ON SCHOOL  
HEALTH-RELATED PROGRAMS, PROJECTS, AND ACTIVITIES  
FOR SY 2025-2026**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Education Support Services Division, disseminates the attached Advisory from **Malcolm S. Garma**, Undersecretary, dated March 6, 2026, titled "**Submission of Annual Accomplishment Data Reports on School Health-Related Programs, Projects, and Activities for SY 2025-2026**," which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: As Stated  
Incl: As Stated  
To be indicated in the Perpetual Index  
under the following subjects:

SCHOOLS

DATA

SJRM/ESSD-RM/ Advisory: Mapping of Available Classrooms for Conversion to Learner Support Centers (LSC)  
/April 7, 2026



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

**MEMORANDUM**

**DM-OUGOPS-2026-08-00549**

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ESSD AND SGOD CHIEFS  
SCHOOL HEALTH PERSONNEL  
ALL OTHERS CONCERNED**

FROM :  **MALCOLM S. GARMA**  
Undersecretary 

SUBJECT : **SUBMISSION OF ANNUAL ACCOMPLISHMENT DATA REPORTS  
ON SCHOOL HEALTH-RELATED PROGRAMS, PROJECTS, AND  
ACTIVITIES FOR SY 2025-2026**

DATE : March 6, 2026

In accordance with the OUOPS Memorandum No. **OM-OUOPS-2025-07-02351**: Implementing **Guidelines on the Allocation, Utilization, Documentation, and Reporting of the Program Support Funds (PSF) for the Field Implementation of Learner Support Programs (LSP) for Fiscal Year (FY) 2025 and DepEd Memorandum** titled **Supplemental Guidelines for the Conduct of Mandatory Learner's Health Assessment for SY 2025-2026**, this office, through the Bureau of Learner Support Services – School Health Division, requests the submission of annual accomplishment reports of school health-related programs, projects, and activities for SY 2025-2026 as the school year concludes.

To ensure that the desired outputs and outcomes of the program are properly documented, your esteemed office is directed to observe the following guidelines:

1. As stated in the previous memorandum for SY 2024-2025, minor revisions were made to the template, combining the Medical, Dental, and Nursing Services; the National Drug Education Program (NDEP); the Adolescent Reproductive Health Program (ARH); and the School Mental Health Program into one comprehensive data reporting template for **SY 2025-2026**.
2. The updated tool also incorporates the monitoring of the Human Resource and Financial and Activity Management templates. This addition requires the reporting of the status of Regional School Health Personnel and Contract of Service personnel. Specifically, it tracks the number of filled and unfilled positions to identify staffing gaps in the field. Furthermore, a Quarterly Budget Monitoring

section has been integrated to track the accomplishment of Program Support Funds (PSF). It mandates the reporting of allotments, obligations, and disbursements to ensure the timely utilization of funds.

3. All reporting templates are accessible in the designated Google Folder. The folder contains:
  - The **School Health Personnel Directory** — for encoding the name, position, program handled, and contact details of school health personnel
  - The **Personnel Monitoring Template** — for reporting the status of school health personnel and Contract of Service (COS) positions.
  - The **Programs, Projects, and Activities (PPAs) Monitoring Template** — for reporting the accomplishment of school-health related activities and its expenditures.
  - **Region-specific folders (School Health Accomplishment Report and Health-Related Data)** — each containing the program-specific accomplishment report and health-related data template for each region.

Please access this link for the **reporting tool**: <https://bit.ly/UnifiedSHDTool>

4. Before encoding, please read the template instructions carefully.
5. Salient features of the reporting tool:

**A. School Health Personnel Directory**

- Gathers on the school health personnel per region and division and serves as the official reference for identifying personnel responsible for each school health program
- This directory shall be updated **on a rolling basis** whenever there are changes in personnel assignment

**B. School Health Personnel Monitoring Template**

- Covers both **Plantilla and Contract of Service (COS)** school health personnel as of the reporting period.
- Regions/divisions must report the **NUMBER** of items, filled and unfilled items per position to identify staffing gaps. **Please encode numerical values only.**
- One (1) tab per region, with a consolidation tab and dashboard that automatically summarizes the regional data.
- Similar to the personnel directory, this shall be updated on a rolling basis whenever there are changes.

**C. PPAs Monitoring Template**

- Covers the monitoring of the program support fund for the entire school year.
- Regions/divisions must report activities conducted, including the number of participants, total budget expenditure, and source of funds (Downloaded Funds (current or continuing), MOOE, LGU, Other Partners) per quarter.
- The consolidation tab automatically summarizes all regional data and must **NOT** be edited directly.
- For the purpose of this reporting period, please report data for the entire SY 2025-2026. In the next cycles, this must be submitted quarterly.

**D. School Health Accomplishment Report and Health-Related Data (In the Regional Folders)**

- Each region has a separate spreadsheet containing one (1) tab per SDO, one (1) consolidation tab, and one (1) dashboard.
- Encoding must be done **only in the designated SDO tabs**, in the **white cells only**. Please only encode **NUMBERS**.
- The consolidation tab automatically summarizes all SDO data for the region. Do not encode directly into it.
- Adding an SDO tab is permitted, but **adding or deleting rows or columns within the SDO tab is strictly NOT allowed**, as this will break the consolidation and dashboard
- For this reporting period, please report data for SY 2025-2026. In the next cycles, this must be submitted quarterly.

6. To ensure effective and timely reporting, please note the schedules below. Meeting links for the Central Office lead will be sent via email or in the Facebook group chat.

Activity	Date	Responsible Office
Online technical assistance on the reporting tool.	March 10, 2026	CO
Collection and encoding of data.	March 11 to May 28, 2026	SDO
Regional validation of SDOs' consolidated accomplishment report.	June 4-5, 2026	RO
Closing of the reporting tool.	June 6, 2026	CO
Online validation of the regional consolidated accomplishment report.	June 9, 2026	CO

For further information, questions, concerns, or technical support requests, please contact **Phanny S. Ramos**, Health Education and Promotion Officer III, and **Bianca Hidalgo**, Technical Assistant II, of the Bureau of Learner Support Services via email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph)