



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 11, 2026

DIVISION MEMORANDUM

No. 301 s. 2026

**UTILIZATION OF THE SCHOOLS DIVISION OF DAPITAN CITY
CALENDAR OF ACTIVITIES SYSTEM**

To: Chief, Curriculum Implementation Division (CID)
Chief, Schools Governance and Operations Division (SGOD)
Public Schools District Supervisors
Education Program Supervisors
All Elementary and Secondary School Heads
OSDS Section Heads

1. Purpose

In line with the Department of Education's thrust on digital transformation, process efficiency, and effective management of division activities, this Office announces the official utilization of the Schools Division of Dapitan City Calendar of Activities System (CAS) as the centralized platform for planning, scheduling, monitoring, approving, and disseminating official activities, programs, projects, meetings, trainings, and other division-related events.

2. Objectives

The implementation of the Calendar of Activities System aims to:

- Establish a centralized and standardized repository of all division activities;
- Improve coordination among the Office of the Schools Division Superintendent (OSDS), Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD), and Regional Offices;
- Prevent schedule conflicts and duplication of activities;
- Enhance transparency and accountability through a digital approval workflow and activity monitoring mechanism;
- Provide stakeholders with timely access to approved schedules and activity information.

3. Coverage

All offices, units, sections, and schools under the Schools Division of Dapitan City shall utilize the system for the submission and management of official activities and events.

4. General Guidelines

- All designated Encoders shall encode planned activities through the Calendar of Activities System.



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- b. Activities submitted by Encoders shall undergo review and approval by the authorized Section Administrator before publication.
- c. Only approved activities shall appear in the official Division Calendar.
- d. Offices shall ensure that activity details, schedules, and attachments are complete and accurate prior to submission.
- e. Any modification to approved activities shall be coordinated with the concerned Administrator and reflected in the system.
- f. All personnel are encouraged to regularly monitor the Division Calendar to stay informed of scheduled activities.

5. User Responsibilities

1. **Encoder** - Encoders are responsible for creating and submitting activities for their assigned section.

Functions:

- Create new activities/events
- Edit or delete their own activities
- View approved activities on the calendar
- Upload supporting documents or images

Note: All encoder-submitted activities require approval before they become visible on the public calendar.

2. **Admin** - Admins manage activities within their assigned section.

Functions:

- Review pending activity requests
- Approve or reject submitted activities
- Monitor section activities
- View activity history and audit logs
- Create activities that are automatically approved

3. **Superadmin** - The Superadmin has full control over the system.

Functions:

- Manage all users
- Create, edit, and delete accounts
- Approve activities from all sections
- Access complete activity history
- Oversee the entire system

How to Create an Activity

1. Log in to the system.
2. Click Add Activity.
3. Fill in the required information:



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- Activity Title
 - Start and End Date
 - Time Schedule
 - Description
 - Section
 - Attachment (optional)
4. Click Submit.

For Encoders, the activity status will be marked as Pending until approved by an Admin.

Activity Approval Process

1. Encoder submits an activity.
2. Admin receives a notification through the Pending Approvals dashboard.
3. Admin reviews the activity details.
4. Admin selects:
 - Approve – Activity becomes visible on the calendar.
 - Reject – Activity remains pending for revision.
5. All actions are automatically recorded in the audit log.

Viewing Activities

The system provides multiple calendar views:

- Month View
- Week View
- Day View
- Year View
- School Year View

Users can:

- Search activities by date range
- View event details
- Download attachments
- Navigate through different calendar periods

Public Calendar

The Public Calendar allows stakeholders to view approved activities without logging in.

Features:

- View approved activities
- Search by date range



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- Download attachments
- View activity details and schedules

Activity History

The system automatically records:

- Activity creation
- Updates and modifications
- Approvals and rejections
- Deletions
- User management actions

This ensures transparency, accountability, and monitoring of all calendar activities.

6. System Access

Authorized users shall be provided with official accounts and corresponding access levels. User credentials shall be handled responsibly and shall not be shared with unauthorized individuals.

7. Technical Support

For concerns regarding system access, user account management, technical issues, system maintenance, and training requests, all concerned personnel are advised to coordinate with Mr. **LOURENCE N. REYES, Division Information Technology Officer (ITO), Schools Division of Dapitan City**, through mobile number **0955-057-8857** for appropriate assistance and guidance.

8. Effectivity

This Memorandum shall take effect immediately upon issuance and shall remain in force until amended, repealed, or superseded by subsequent issuances.

9. For information, guidance, and strict compliance.
10. Issued this 10th day of **June 2026** at Dapitan City, Zamboanga del Norte.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

