09 November 2026

**DIVISION MEMORANDUM**
No. 591, s. 2026

**SUBMISSION OF PROPOSED PARTICIPANTS FOR THE DIVISION ORIENTATION OF KAAGAPAY PROGRAM AND STRENGTHENING COLLABORATION BETWEEN PARENTS AND EDUCATORS ON LEARNERS' RIGHTS AND PROTECTION**

**To:**

Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Principals-In-Charge of the Districts

1. In line with the conduct of the **Division Orientation of KAAGAPAY Program and Strengthening Collaboration Between Parents and Educators on Learners' Rights and Protection**, all concerned district supervisors and Principals-In-Charge (PICs) are hereby directed to facilitate the identification and submission of the names of participants from their respective districts.

2. The orientation aims to strengthen the collaboration between parents and educators in promoting, upholding, and protecting learners' rights and ensuring a safe, inclusive, and child-friendly learning environment through shared responsibility and active engagement of families and schools.

3. To ensure equitable representation and meaningful participation, the following number of participants shall be allocated per district:

| District/Cluster | Educators | Parents/Parent Substitutes |
|---|---|---|
| Barcelona District | 25 | 25 |
| Potungan District | 30 | 30 |
| Sulangon District | 25 | 25 |
| Dapitan Central District | 25 | 25 |
| Baylimango District | 30 | 30 |
| **TOTAL** | **135** | **135** |

4. For the identification of participants, the following guidelines shall be observed:

   a. **Educators.** Each school shall be represented by its School Head and teacher/s, ensuring that the required number of participants per district is met.

b. **Parents/Parent Substitutes.** District Supervisors and PICs shall ensure that all schools within their respective districts are represented by at least one parent or parent substitute, subject to the prescribed district allocation.

c. The submitted list shall include the **complete name, position/designation, and school/station** of each participant. For parent participants, indicate their designation as Parent or Parent Substitute and their respective school.

5. The District Supervisors and PICs are requested to consolidate and submit the final list of participants to the Curriculum Implementation Division (CID) on or before **November 18, 2026**, Attention: MARLYN E. ESMADE, EPS-1 to facilitate the preparation and finalization of the official list of attendees.

6. The specific venue and other logistical arrangements shall be announced in a separate issuance. likewise, the final list of confirmed participants shall be disseminated through a separate advisory.

7. For inquiries and further coordination, please contact **Marlyn E. Esmade, Education Program Supervisor I**, through mobile number **09121291927**.

8. Immediate and widest dissemination of this Memorandum and strict compliance with the directives herein are desired.

**JAY S. MONTEALTO, CESO V**
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
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