



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of Bohol

Office of the Schools Division Superintendent

MLC-2026- 41

To: All OKD Program Focal Person

**From: *FAY C. LUAREZ*, EdD, PhD, TM, CESO VI *FAY*
Schools Division Superintendent**

Subject: Submission of Annual Accomplishment Data Reports on School Health-Related Programs, Projects and Activities For SY 2025-2026

Date: April 15, 2026

1. This is in reference to Regional Memorandum No. 0329 s. 2026, issued by the Regional Office, office of the Regional Director.
2. Following the RO No. 0329 s. 2026, titled **Submission of Annual Accomplishment Data Reports on School Health-Related Programs, Projects and Activities** For SY 2025-2026, **all OKD Program Focal Persons** are being called for a meeting on **April 20, 2026 at SHNP Office.**
3. For dissemination and strict compliance.



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM


No. **0329** s. 2026

14 APR 2026

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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This is in reference to Memorandum No. **DM-OUGOPS-2026-08-00549** issued by the Office of the Undersecretary for Governance and Operations.
2. Following 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 2025** and **DepEd Memorandum** titled **Supplemental Guidelines for the Conduct of Mandatory Learner's Health Assessment for SY 2025-2026**, the Department of Education requests the submission of annual accomplishment reports of school health-related programs, projects, and activities for SY 2025-2026 through a Unified Tool.
3. This tool aims to incorporate the monitoring of the Human Resource and Financial and Activity Management. It keeps track of the status of Regional School Health Personnel and Contract of Service personnel to identify any staffing gaps. This tool also tracks the accomplishment of Program Support Funds (PSF).
4. Please **read the template instructions carefully before encoding any data**. Encode at your specified folder within your SDO. Please be also advised that **adding or deleting rows or columns within the SDO tab is strictly NOT allowed**. You can access the Unified Tool through this link: <https://bit.ly/UnifiedSHDTool>
5. Further, deadline on the collection and encoding of data is on May 28, 2026. Succeeding submissions are done quarterly.
6. Attached is the copy of the said Memorandum for a more detailed instruction and guidance.
7. For clarifications and queries, you may contact **Dr. Rogelio John D. Villamor Jr.**, Medical Officer IV, at rogelio.villamor@deped.gov.ph.
8. Immediate dissemination of and compliance with this Memorandum are enjoined.


DR. ARTURO B. BAYOCOT, CESO III
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Regional Director

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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