



Republic of the Philippines  
Department of Education  
REGION V- BICOL

SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



13 APRIL 2026

**DIVISION MEMORANDUM**

No. 148, s. 2026

**ATTENDANCE TO THE EOSY SPTA-SCHOOL HEADS CONVERGENCE AND  
REFLECTIVE PLANNING SUMMIT FOR STRENGTHENING PARTNERSHIP  
IN BASIC EDUCATION DELIVERY**

**To:** OIC, Office of the ASDS  
Chief Education Supervisors, CID and SGOD  
PSDS, Labo East and West Districts  
All Public Elementary and Secondary School Heads, Labo East and West Districts  
All Others Concerned

1. In line with the Department's continuing commitment to strengthen school-community partnerships and to ensure responsive, inclusive, and effective delivery of basic education services, this Office announces the conduct of the EOSY SPTA-School Heads Convergence and Reflective Planning Summit for Strengthening Partnership in Basic Education Delivery on April 24, 2026, from 8:00 AM to 5:00 PM at Villa Asuncion Green Farm Resort, Brgy. San Antonio, Labo, Camarines Norte.
2. This activity is anchored on the duly approved Activity Proposal of the Municipal Federation of School Parents-Teachers Association (SPTA) of Labo, which underscores the importance of reflective practice, shared accountability, and evidence-based planning between School Heads and SPTA officials.
3. Participants to this important undertaking are the following:
  - a) All School Heads of public elementary and secondary schools in the Municipality of Labo;
  - b) All SPTA Presidents (or authorized representatives) of said schools; and
  - c) Public Schools District Supervisors (PSDS) of Labo East and Labo West Districts.
4. Attendance of all identified participants is hereby enjoined and considered official, in view of the strategic significance of this activity in strengthening governance, partnership mechanisms, and learner-centered program implementation.
5. To ensure meaningful engagement and productive outputs during the summit, all School Heads and SPTA Presidents are directed to accomplish pre-work requirements prior to the scheduled activity, which shall include, but not be limited to:
  - a) A School-SPTA Partnership Reflection Summary highlighting accomplishments, challenges, and lessons learned for the current school year;





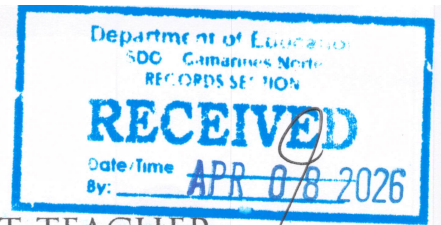
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- b) A completed Partnership Self-Assessment/Scorecard based on existing school-community engagement indicators; and
- c) Initial inputs for a School-SPTA Joint Action Plan responsive to identified gaps and learner needs.
6. The outputs generated from the pre-work shall be presented, validated, and enhanced during the summit proper, serving as critical inputs to the collaborative planning sessions and ensuring that all discussions are grounded on actual school data and experiences.
7. The Public Schools District Supervisors are hereby instructed to be present throughout the activity and shall:
- a) Provide technical guidance and oversight in the conduct of sessions;
- b) Facilitate discussions, workshops, and output validation processes; and
- c) Ensure that all deliverables are aligned with division standards, policies, and priorities.
8. The activity is expected to produce the following key outputs:
- a) Strengthened School-SPTA partnership mechanisms;
- b) Consolidated reflection and assessment reports;
- c) School-level Joint Action Plans for the upcoming school year; and
- d) Clear commitments toward improved educational outcomes and stakeholder engagement.
9. All expenses relative to the conduct of this activity shall be charged against MFSPTA funds. Travel expenses of the School Head shall be charged to school MOOE subject to existing accounting and auditing rules and regulations.
10. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

  
**CRESTITO M. MORCILLA, CESO V**  
Schools Division Superintendent



## MUNICIPAL FEDERATION SCHOOL PARENT-TEACHER ASSOCIATION (SPTA) OF LABO

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### **ACTIVITY PROPOSAL**

Title: EOSY SPTA-SCHOOL HEADS CONVERGENCE AND REFLECTIVE PLANNING  
SUMMIT FOR STRENGTHENING PARTNERSHIP IN BASIC EDUCATION DELIVERY

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#### **I. Rationale**

The effective delivery of basic education services is a shared responsibility among schools, families, and the community. The School Parents-Teachers Association (SPTA), as a key partner of school leadership, plays a critical role in supporting programs, mobilizing resources, and enhancing learner outcomes.

With the conclusion of the School Year, it is both strategic and necessary to conduct a structured convergence of School Heads and SPTA Officers to reflect on their partnership performance. This period provides an opportunity to assess strengths, identify gaps, and collaboratively design responsive strategies for the upcoming school year.

This activity aims to institutionalize a culture of reflective practice, shared accountability, and evidence-based planning, ensuring that partnerships directly contribute to improved learner outcomes and more efficient delivery of education services.

#### **II. Objectives**

*General Objective:*

To strengthen the partnership between School Heads and SPTA through reflective evaluation and collaborative planning for improved delivery of basic education services.

*Specific Objectives:*

1. Assess the effectiveness of School-SPTA partnership during the previous school year;
2. Identify best practices, challenges, and gaps in implementation of programs and initiatives;
3. Evaluate partnership performance using a standardized self-assessment tool;
4. Develop a School-SPTA Joint Action Plan aligned with learner needs and school priorities;
5. Establish clear commitments and accountability mechanisms for the upcoming school year.

#### **III. Participants**

1. All School Heads (Elementary and Secondary) in Labo West and Labo East Districts
2. ALL SPTA Presidents/Representatives Labo West and Labo East Districts
3. Public Schools District Supervisors of Labo West and Labo East Districts
4. Select DepEd SDO Officials / Facilitators

#### IV. Duration and Venue

- Date: April 18, 2026
- Time: 8:00 AM – 5:00 PM
- Venue: Villa Asuncion Green Farm Resort, Barangay San Antonio, Labo, Camarines Norte

#### V. Activity Matrix

Time	Activity	Description	Persons Responsible
8:00 – 8:30 AM	Registration	Arrival and registration of participants	Secretariat
8:30 – 9:00 AM	Opening Program	Invocation, National Anthem, Opening Message	Assigned Personnel
9:00 – 9:30 AM	Activity Orientation	Overview of objectives, expectations, and outputs	Facilitator
9:30 – 10:30 AM	Data Gallery Walk	Presentation of school performance data and partnership initiatives	School Heads & SPTA
10:30 – 10:45 AM	Health Break	—	—
10:45 – 12:00 NN	Guided Reflection Workshop	STOP-START-SUSTAIN-STRENGTHEN analysis	Facilitators
12:00 – 1:00 PM	Lunch Break	—	—
1:00 – 1:45 PM	Partnership Health Check	Self-assessment using partnership scorecard	Participants
1:45 – 2:45 PM	Problem-to-Solution Lab	Identification of priority issues and root cause analysis	Facilitators
2:45 – 3:00 PM	Health Break	—	—
3:00 – 4:00 PM	Action Planning Workshop	Development of School-SPTA Joint Action Plans	Participants
4:00 – 4:30 PM	Presentation of Outputs	Sharing of key insights and commitments	Selected Groups
4:30 – 5:00 PM	Commitment Setting & Closing	Signing of commitment and closing message	All participants

#### VI. Expected Outputs

1. School-level Partnership Reflection Summary
2. Completed Partnership Scorecard
3. School-SPTA Joint Action Plan for the next school year
4. Consolidated Division Report on Partnership Gaps and Best Practices





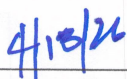
#### VII. Budget Requirements

(To be determined depending on available MFSPTA funds, covering meals, materials, venue, and documentation.)

**VIII. Monitoring and Evaluation**

- The Schools Division Office (SDO) shall:
  1. Review submitted action plans
  2. Integrate outputs into School Improvement Plans (SIP) and Annual Implementation Plans (AIP)
  3. Monitor implementation through quarterly reviews

**IX. Approval**

<i>Prepared by:</i>	 <b>JONALYN I. SOTERIO</b> President, MFSPTA – Labo SY 2025 - 2026	_____ (Date Signed)
<i>Reviewed:</i>	<b>ELISA RIEZA</b> EPS – Filipino OIC, Office of the PSDS (Labo East District)	_____ (Date Signed)
<i>Reviewed:</i>	 <b>ANTONIO C. AHMAD</b> Administrative Officer V OIC, Office of the PSDS (Labo West District)	_____ (Date Signed)
<i>Recommending Approval:</i>	 <b>ATTY. NINO B. RARO, EdD</b> Chief ES, SGOD	_____ (Date Signed)
<b>APPROVED:</b> By the Authority of the SDS:	 <b>REZ C. SALAZAR</b> Public Schools District Supervisor OIC, Office of the ASDS	 4/15/26 (Date Signed)