



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – CITY OF TAGBILARAN

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM

No. 239 , s. 2026

March 12, 2026

**CONDUCT OF CEBU INSTITUTE OF TECHNOLOGY – UNIVERSITY
SCHOOL VISITS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary School Principals
All Others Concerned

1. In reference to Regional Memorandum No. 0201, s. 2026, this Office informs the field that Cebu Institute of Technology – University (CITU) will conduct school visits within the region to provide short discussions on its scholarship programs and academic offerings.

The activity aims to:

- a) Make top-performing students aware of available learning and scholarship opportunities;
- b) Conduct short orientation sessions on Senior High School pathways and possible college programs;
- c) Engage parents regarding scholarship opportunities and admission processes; and
- d) Present CIT University as a partner institution supporting access to quality higher education.

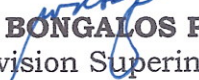

2. To ensure compliance with existing policies and maintain the integrity of the school environment, Senior High School Heads are directed to observe the following guidelines:

- a) Prior Coordination
 - a. School visits shall be coordinated with the Office of the Schools Division Superintendent through the Curriculum Implementation Division (CID) before the conduct of any activity.
- b) Coverage of Participants
 - a. Only Senior High School students (Grades 11–12) may participate in the orientation sessions.



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- c) Schedule of Activities
 - a. The orientation should be scheduled in a manner that will not disrupt regular classes and learning activities.
 - b. School heads may integrate the activity during career guidance programs or designated school activities.
 - d) Voluntary Participation
 - a. Participation of students and parents shall be purely voluntary.
 - e) Supervision and Safety
 - a. School heads shall ensure proper supervision of learners and maintain order and safety during the activity.
3. Wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent 



**DEPED TAGBILARAN CITY DIVISION
 SDS OFFICE
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 BY DATE: 2-6-26

Office of the Regional Director

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 3/6/26 @ 10:30
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REGIONAL MEMORANDUM

No. 0201 s. 2026

CONDUCT OF CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY SCHOOL VISITS

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

1. In reference to the communication from the Cebu Institute of Technology - University (CIT University), this Office hereby informs that CIT University will be conducting school visits within the region for a short discussion on its scholarship programs and academic offerings.
2. This activity aims to make top-performing students aware of learning opportunities, conduct short orientation sessions on Senior High School pathways, engage parents regarding scholarship opportunities, and present CIT University as a partner institution that supports access to quality education.
3. Participation shall be subject to the discretion of the Schools Division Superintendent and must adhere to existing DepEd policies, particularly:
 - DepEd Order No. 012, s. 2025 titled "Multi-Year Implementing Guidelines on the School Calendar and Activities";
 - DepEd Order No. 9, s. 2025 titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith", ensuring no disruption of classes; and
 - Republic Act No. 5546, titled "An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities", issued in DepEd Order No. 19, s. 2008 and reiterated in DepEd Memorandum No. 41, s. 2024, ensuring adherence to the no-collection policy.
4. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Director IV
 Regional Director





CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY

Dr. Salustiano T. Jimenez
Regional Director
Department of Education – Region VII
Sudlon, Lahug, Cebu City

Dear Dr. Jimenez:

Warm greetings from Cebu Institute of Technology – University.

We are grateful for the opportunity to participate in the DepEd Central Visayas-facilitated Career Expos in Toledo City, Danao City, and Tagbilaran City, where we witnessed firsthand the enthusiasm and potential of our young learners. With this, CIT University respectfully expresses its intent to further strengthen its partnership with the Department of Education Region VII in supporting Junior High School and Senior High School learners as they prepare for Senior High School and College, respectively.

Before the school year closes, we respectfully seek your approval to conduct school visits within DepEd Region VII to:

- Make top-performing students aware of learning opportunities;
- Conduct short orientation sessions on Senior High School pathways;
- Engage parents regarding scholarship opportunities;
- Present CIT University as a partner institution that supports access to quality education.

Our intent is to help students and their families make informed choices on scholarship opportunities and academic support programs available to deserving students. CIT University remains committed to complementing DepEd's goals of accessibility, equity, and quality education, and we are prepared to coordinate closely with school heads and division offices to ensure alignment with DepEd guidelines and schedules.

We sincerely hope for your favorable consideration.

Respectfully,

Engr. Bernard Nicolas E. Villamor, PECE, EMBA
University President
Cebu Institute of Technology – University