



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 731 , s. 2026

September 8, 2026

**DIVISION-BASED LAC SESSION ON THE ORIENTATION OF THE KINDERGARTEN
ELECTRONIC CLASS RECORD AND PROGRESS REPORT**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Heads of Public Elementary Schools
All Others Concerned

1. In line with the Department of Education's commitment to strengthen the effective implementation of the Kindergarten Program and ensure accurate, timely, and consistent documentation of learner progress, this Office, through the Curriculum Implementation Division (CID), informs the field of the conduct of a *Division-Based LAC Session on the Orientation of Electronic Class Record and Progress Report*, scheduled on September 9, 2026, at 1:00 PM to be held at Cogon Elementary School.
2. The activity aims to orient Kindergarten teachers on the proper use and completion of the Kindergarten Electronic Class Record and Progress Report, with emphasis on the accurate recording, organization, and reporting of learner assessment and progress data. It will also serve as an avenue for clarifying concerns and ensuring uniform practices in the preparation and submission of kindergarten records.
3. The participants in this activity are the Division Kindergarten Focal Person and all the kindergarten teachers attached as Annex A.
4. Participants are required to bring:
 - Laptop with extension wire
 - Class Record/Portfolio
5. Travel and other incidental expenses shall be charged to the School MOOE or other available funding sources, subject to the usual government accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/CID/JTB/jcl



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Annex A

**PARTICIPANTS IN THE LAC SESSION ON ORIENTATION OF THE KINDERGARTEN
ELECTRONIC CLASS RECORD AND PROGRESS REPORT**

No.	SCHOOL	NAME OF PARTICIPANTS
1	Bool ES	Ma. Yvonne P. Salva
2	Booy ES	Frances D. Peñaranda
3	Booy South ES	Hyacinth Mae V. Ganzon
4	Cabawan ES	Maricel S. Langamin
5	City East ES	Jean Rosette R. Burabo
		Melchizedek A. Daniel
6	Cogon ES	Maria Corazon O. Degoma
		Marilyn E. Ortiz
		Ma. Cristina T. Tare
7	Dampas ES	Ville Rose A. Toring
		Ma. Estela L. Remorosa
8	Dao ES	Mary Jill S. Doldolea
		Eden G. Bermoy
9	Eastern Cogon ES	Ma. Bella G. Impas
		Joan G. Duquilla
10	Manga ES	Alona B. Ponte
		Analie J. Tayag
11	Mansasa ES	Rosita S. Ampo
12	San Isidro ES	Angelina L. Suficiencia
13	TCCES	Roxanne A. Calzado
		Lariza A. Celocia
		Tichie A. Tuasoc
		Claire Alysson C. Sale
14	Taloto ES	Thia Nilca L. Logroño
15	Tiptip ES	Jenia E. Sumaylo
16	Ubujan ES	Medelyn I. Hinampas
		Marilyn C. Barbarona
17	TCCS SPED	Leslie Marie L. Dispo
18	Division Office	Juanita C. Lafuente