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
CID-2026-_207____

TO	:	BASILDES M. SEMPRON — Principal, Mansasa Elementary School LORELEI G. ANORE — Principal, City East Elementary School JERRY BELECINA — Principal, Booy Elementary School EUFE RHODA R. GALON — Principal, Eastern Cogon Elementary School
FROM	:	**WILFREDA D. BONGALOS PhD, CESO V** Schools Division Superintendent
SUBJECT	:	Participation in the NSTP-LTS Literacy and Numeracy Training Program
DATE	:	November 26, 2026

1. Attached is a communication from Mr. Leonardo P. Casas, NSTP-LTS Coordinator of Bohol Island State University (BISU), requesting that selected learners from your respective schools participate in the Literacy and Numeracy Training Program under the National Service Training Program-Literacy Training Service (NSTP-LTS).

2. The request is hereby favorably endorsed to the concerned schools for appropriate action, subject to existing policies, rules, and regulations of the Department.

3. In this regard, you are requested to coordinate with the concerned BISU representatives regarding the implementation of the activity, including the identification of participants, scheduling, supervision, and other logistical arrangements.

4. Participation of learners shall be subject to the consent of parents or guardians and the strict observance of the Child Protection Policy and other relevant DepEd issuances on learner welfare and safety.

5. School heads shall ensure that the conduct of the activity will not unduly disrupt regular classroom instruction and other school activities.

6. Immediate dissemination of and compliance with this Memorandum is directed.

WDB/JAAL/CID/JTB/ATA

Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

Republic of the Philippines
BOHOL ISLAND STATE UNIVERSITY
Tagbilaran City, 6300, Bohol, Philippines]
Office of the College of Teacher Education
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DepED
TAGBILARAN CITY DIVISION
RECORDS SECTION
RECEIVED
Received by:
Date: OCT 27 2026
Time:

October 23, 2026

Wilfreda D. Bongalos, PhD., CESO V
Schools Division Superintendent
Tagbilaran City Division, Tagbilaran City, Bohol

MADAM:

Greetings!

Based from R.A. NO. 9163 as the "National Service Training Program (NSTP) Act of 2001" states the purpose that "National Service Training Program" is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any three (3) program components. Its various components specially designed to enhance the youth's active contribution to the general welfare.

Furthermore, Section 3, paragraph C. of the same law stipulated that "Literacy Training Service" is one of the components of NSTP which the program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.

In this relative, we humbly request your good office that your elementary grade pupils (Grade-1-6) in your school (Tagbilaran City Division) namely; Mansasa Elementary School, City East Elementary School, Booy Elementary School and Eastern Cogon Elementary School would be the respondents of our NSTP-LTS program to conduct "Literacy and Numeracy Training" which be implemented this semester starting on December, 20027, January, February, and March, 2027 every Friday in the morning at 8:00 o'clock until 10:00 o'clock.

Meanwhile, approved photocopy of Memorandum of Agreement and the Project Proposal are attached.

Moreover, proper protocol will be observed prior to the full implementation of the above aforementioned activity.

Finally, we appreciate your positive response.

Thank you. More Power.

DEPARTMENT OF EDUCATION
TAGBILARAN CITY SCHOOLS DIVISION
SDS OFFICE
RECEIVED
BY: TIME:
DATE: 10/26/2026 CTR #: 10-187

Yours Truly,

LEONARDO P. CASAS, MATVE
NSTP-LTS Coordinator

09995760888

Noted:

RITCHIE MAR C. UGSOD, Ph.D.
NSTP Director

Recommending Approval:

RENARIO G. HINAMPAS JR., PhD.
Dean, College of Teacher Education

Approved:

JEAN M. NEBREA, PhD.
Campus Director, BISU Main Campus

January 12, 2025

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (MOA) is made and entered into by and between:

BOHOL ISLAND STATE UNIVERSITY MAIN CAMPUS herein represented by its Campus Director, SAMUEL J. GULAYAN, PhD. With principal address at C.P.G. Avenue, Tagbilaran City, Bohol, Philippines and hereafter referred to as "BISU",

And

DEPARTMENT OF EDUCATION, herein duly represented by Schools Division Superintendent, WILFREDA D. BONGALOS, PhD., CESO V, with principal address at Tagbilaran City, Bohol, Philippines and hereafter referred to "DepEd",

-WITNESSETH-

WHEREAS, BISU is committed to provide quality higher education in the arts and sciences, as well as in the professional and technological field; undertake research and development; and extension services for sustainable development of Bohol and the country;

WHEREAS, DepEd is committed to protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where: students learn in a child-friendly, gender-sensitive, safe and motivating environment; teachers facilitate learning and constantly nurture every learner; administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen; family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners;

WHEREAS, BISU and DepEd are committed to improve the quality of education in the basic education sector;

WHEREAS, all PARTIES believe that the major solution to reaching that goal is to conduct a Literacy and Numeracy Activity;

WHEREAS, all PARTIES believe that teaching literacy and numeracy skills to the community young school children is also helping BISU fulfill its vital extension functions and responsibilities through NSTP – Literacy Training Service Unit;

NOW THEREFORE, in consideration of the mutual interest manifested herein, BISU and DepEd agree to observe and follow the following terms and conditions of this Memorandum of Agreement:

BISU shall:

1. coordinate with the Schools Division Superintendent and the School Heads on the literacy and numeracy activity to be done;

2. provide literacy and numeracy session to students from grades I to VI every Friday for one hour a day;

3. conduct regular monitoring and evaluation of the Literacy and Numeracy Activity; and

4. gather feedback from the respondent elementary school tutees/ trainees on Literacy and Numeracy
and performances for evaluation and improvement of the Literacy Training Service program; and

DepEd shall:

1. assist the BISU Main Campus core group in the assessment of needs as a basis for the literacy and numeracy forum to be conducted;

2. allow the BISU teachers (LTS Adviser) and students (LTS Cadets) to have access to school information for the remedial activity purposes;

3. provide BISU teachers and students the assistance they need in the conduct literacy and numeracy forum;

4. provide the facilities (class rooms) and training venue;

5. allow the BISU teachers to supervise the literacy and numeracy of the school in coordination with the School Principals, Teachers and PTA Officers; and

6. help monitor and evaluate the performance of BISU-MC NSTP-LTS class on the conduct literacy and numeracy forum.

This AGREEMENT shall take effect immediately upon signing by the contracting parties concerned and with a duration of three (3) years and shall remain in force until terminated by mutual consent.

IN WITNESS WHEREOF, the undersigned being duly authorized hereunto affix their signatures this 20th day of February, 2025 at BISU Main Campus & Dep'Ed City Division Office of Tagbilaran

Bohol Island State University

SAMUEL J. GULAYAN, PhD.
Campus Director/ NSTP Assistant Director

Department of Education

WILFREDA D. BONGALOS, PhD., CESO V
Schools Division Superintendent

Signed in the Presence of:

RENARIO G. HINAMPAS JR., PhD.
Dean, College of Teacher Education

JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

LEONARDO P. CASAS, MATVE.
NSTP-LTS Coordinator

MAURINE C. CASTAÑO
Chief Education Supervisor-SGOD

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF BOHOL) s.s.
City of Tagbilaran)

ACKNOWLEDGEMENT

This _____ day of 20 FEB 2025, 20____ at _____

Personally appeared before me:

NAME	TYPE OF ID	ID NUMBER
SAMUEL J. GULAYAN PhD	PAG-1B16	1210-2530-3948
Campus Director, Bohol Island State University Main Campus		
WILFREDA D. BONGALOS, PhD., CESO V	National ID	6187-4217-8290-1675
Schools Division Superintendent, Tagbilaran City Division, Tagbilaran City		

All known to me to be the same persons who executed the foregoing instrument, and they acknowledge to me that the same is their free and voluntary deed and that of offices they respectively represent.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. 196
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Book No. LVIII
Series of 2025

ATTY. ADAM RELSON L. JALA
NOTARY PUBLIC FOR TAGBILARAN CITY, BOHOL
[illegible] 2024-25
[illegible] DECEMBER 31, 2025
[illegible] A. CLARIN ST
[illegible] TAGBILARAN CITY, BOHOL
[illegible] 232-794-746
MCLE COMPL. [illegible] VALID UNTIL 4-14-25
PTR NO. 1385056, 11-29-24 FOR 2025