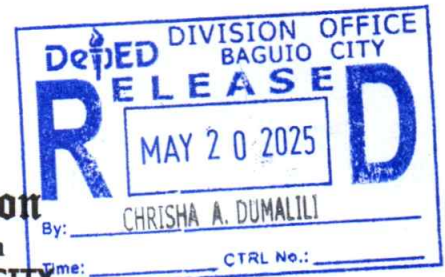




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



20 May 2025

DIVISION MEMORANDUM

No. **309-2025**

**DATA GATHERING AND CONSULTATION ON THE
DEVELOPMENT OF LEARNER'S HANDBOOK**

To: Chief Education Supervisors
All Public Schools District Supervisors
Public & Private Elementary and Secondary School Heads
Public & Private SELG & SSLG Officers and Advisers
Public & Private YES-O, BKD and School Club Learners & Coordinators
Others Concerned

1. In support to the Department of Education's 5 point-agenda, the Operations Strand and the Bureau of Learner Support Services (BLSS), through the Youth Formation division (YFD) and Learner Rights and Protection Division (LRPD), will conduct a Data gathering and Consultation on the Development of the Learners' Handbook via *Microsoft Forms* from **May 1 to 30, 2025**.
2. The handbook shall serve as a key reference for understanding school policies, academic procedures, and support systems, ensuring that learners are well informed and equipped giving them active role in learning while fostering a sense of community and belonging within the school environment.
3. In line with this, the Schools Division of Baguio City is requesting all public and private schools to cascade the data gathering and consultation tool to all learners, teachers and non-teaching personnel to ensure their meaningful participation. The tool can be accessed via: <https://tinyurl.com/DataGathering-Handbook>
4. For questions and/or concerns, kindly contact Ms. Augie Simangan / Ms. Arlani Buccat, Youth Formation Coordinators through 074 442 7819.
5. Immediate dissemination and compliance to this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent 

SGOD/ YF/ apas



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