



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

June 10, 2026

Division Memorandum
No. 327, s. 2026

**SUBMISSION OF HARD COPY FOR THE DESIGNATION OF DISTRICT PLANNING
COORDINATOR, DISTRICT RESEARCH COORDINATOR, AND DISTRICT
INNOVATION FOCAL PERSON**

**To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Specialists
Senior Education Program Specialists
Public Schools District Supervisors/ Principals/ Head Teacher-in-
Charge of the Districts
School Heads of Public Schools
All Others Concerned**

1. In line with the strengthening of district-level planning, research, and innovation initiatives, all Public Schools District Supervisors/ School Principals/ Head Teachers-in-Charge of the District are directed to submit one (1) hard copy per district of the designation of the following:

- a. District Planning Coordinator
- b. District Research Coordinator
- c. District Innovation Focal Person

2. Each district shall designate only one (1) official per position, ensuring proper representation and functionality of planning, research, and innovation initiatives at the district level. This submission shall also serve to update and consolidate existing district records on the designated coordinators and focal persons.

3. All concerned are enjoined to ensure the completeness and accuracy of the submitted documents. Submission shall be on or before **June 17, 2026**.

4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

FELICIANO C. BUENAFE Jr., CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated,
To be indicated in the Perpetual Index
under the following subjects

RECORD

PLANS

PROGRAM

MJDL

