



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

---

September 02, 2026

**DIVISION MEMORANDUM**

No. 503, s. 2026

**MASS COLLECTION OF EXISTING SCHOOL HANDBOOKS  
FOR THE SCHOOL YEAR 2026-2027**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors, Principals, Head Teacher  
In-Charge of the District  
Heads of Public and Private Elementary/ Secondary Schools  
and Integrated Schools  
All Others Concerned

1. Pursuant to Department of Education Order No. 40, series of 2012, titled DepEd Child Protection Policy, and in compliance with DepEd Order No. 06, s. 2026, titled Guidelines in Ensuring Safe and Motivating Learning Environment, the Schools Division of Aklan will conduct a Mass Collection of Existing School Handbooks from Private and Public Schools that covers Primary/Elementary/Junior High School/Senior High School.
2. School Heads shall accomplish **Checklist Form** and submit a hard copy of the school handbook to their respective District Offices on September 7-10, 2026. **See Enclosure 1.**
3. **District Learner Rights and Protection Coordinators** shall validate the checklists while with the **District Youth Formation Coordinators** shall consolidate form submitted to the district offices. **See Enclosure 2.**
4. District Supervisors shall ensure that all the public and private schools in their respective districts have submitted the school handbook on the prescribed date of submission.



---

Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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

---

5. The Field Consolidated Report shall be accomplished by Attn: **Dr. Reginald C. Venancio**, School Principal III – Linayasan National High School for *Eastern Side* and Attn: **Mrs. Emery C. Alvarez**, Head Teacher I, - Catalino M. Prado National High School for *Western Side*, and shall be submitted to YFD-LRPD Focal Person **Allan Carlo C. Soriano** on **September 15, 2026, until 2359h**. *All must be electronically accomplished. See Enclosure 3.*
6. Anent to this, there will be a District LRP and YFD Coordinators Virtual Meeting on Sept 4, 2026, at 9 AM via, Google Meet. Link will be sent to the **LRPD SDO Aklan with District Supervisors and Coordinators 2026-2027** and **YFD SDO Aklan with District Supervisors and Coordinators 2026-2027** Group Chat on the day of the Meeting.
7. Widest dissemination of and compliance with this Memorandum are desired.

  
**FELICIANO C. BUENAFE JR., CESO V**  
Schools Division Superintendent *MS*

Encl.: As Stated

Reference: As Stated

To be indicated in the Perpetual Index

Under the following subjects:

**PERSONNEL**  
ACCS

**RIGHTS AND PROTECTION**

**YOUTH FORMATION**



---

Población, Numancia, Aklan  
Tel/Fax No. (265 3740 l 265 3741 l 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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

**RECEIVED**

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**RETURNED**

TO: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

ENCLOSURE 1 to Division Memorandum No. **503** Series of 2026

**SCHOOL HANDBOOK CHECKLIST FORM**  
S.Y.: 2026-2027

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
District

(Title of the School Handbook)

| INCLUSIONS                                                                           | with<br>Contextualized<br>Child Protection<br>Policy in the<br>Handbook | with<br>Contextualized<br>Anti-Bullying<br>Policy in the<br>Handbook | with<br>Contextualized<br>Positive<br>Disciplinary<br>Measure | with<br>Contextualized<br>positive<br>disciplinary<br>measure | with<br>Code of Conduct<br>for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-Teaching Personnel</small> | Signed by<br>SPTA,<br>Teachers,<br>School Head | Approved by the<br>Schools Division<br>Superintendent<br>of Aklan |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------|
| PAGE NUMBER<br>LOCATION<br><small>(Alpha-Numeric)</small>                            |                                                                         |                                                                      |                                                               |                                                               |                                                                                                            |                                                |                                                                   |
| AUTO-<br>ASSESSMENT<br><small>(MET-UNMET)</small>                                    |                                                                         |                                                                      |                                                               |                                                               |                                                                                                            |                                                |                                                                   |
| VALIDATION<br><small>(MET)</small><br><small>*IF UNMET-PROMPT FOR COMPLIANCE</small> |                                                                         |                                                                      |                                                               |                                                               |                                                                                                            |                                                |                                                                   |

Prepared by:

\_\_\_\_\_  
School LRP Chairperson

Validated by:

\_\_\_\_\_  
District LRP Coordinator  
*(sign with date)*



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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

ENCLOSURE 2 to Division Memorandum No. **503** Series of 2026

**DISTRICT CONSOLIDATED REPORT**  
S.Y.: 2026-2027

District

**PUBLIC SCHOOLS**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>(Teachers, School Heads, Non-Teaching Personnel)</small> |  |  | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--|--|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                     |  |  |                                       |                                                          |

**PRIVATE SCHOOLS**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>(Teachers, School Heads, Non-Teaching Personnel)</small> |  |  | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--|--|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                     |  |  |                                       |                                                          |

**SUC**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>(Teachers, School Heads, Non-Teaching Personnel)</small> |  |  | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--|--|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                     |  |  |                                       |                                                          |

Prepared by:

District YF Coordinator-Secondary

District YF Coordinator-Elementary

Noted:

District Supervisor



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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

ENCLOSURE 3 to Division Memorandum No. **503** Series of 2026

**FIELD CONSOLIDATED REPORT**

S.Y.: 2026-2027

**EASTERN SIDE**

**PUBLIC SCHOOLS**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-teaching Personnel</small> | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                              |                                       |                                                          |

**PRIVATE SCHOOLS**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-teaching Personnel</small> | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                              |                                       |                                                          |

**SUC**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-teaching Personnel</small> | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                              |                                       |                                                          |

Prepared and Submitted by:

**DR. REGINALD C. VENANCIO**  
District LRP Coordinator

Received by:

**ALLAN CARLO C. SORIANO**  
Learner Rights and Protection  
Division Focal



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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

ENCLOSURE 3 to Division Memorandum No. **503** Series of 2026

**FIELD CONSOLIDATED REPORT**

S.Y.: 2026-2027

**WESTERN SIDE**

**PUBLIC SCHOOLS**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-Teaching Personnel</small> | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                              |                                       |                                                          |

**PRIVATE SCHOOLS**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-Teaching Personnel</small> | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                              |                                       |                                                          |

**SUC**

| INCLUSIONS                     | Schools with Contextualized Child Protection Policy in the Handbook | Schools with Contextualized Anti-Bullying Policy in the Handbook | Schools with Contextualized Positive Disciplinary Measure | Schools with Contextualized positive disciplinary measure | Schools with Code of Conduct for<br><small>a. Learners<br/>b. Teachers<br/>c. Non-Teaching Personnel</small> | Signed by SPTA, Teachers, School Head | Approved by the Schools Division Superintendent of Aklan |
|--------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------------------------------------|
| <b>TOTAL NUMBER OF SCHOOLS</b> |                                                                     |                                                                  |                                                           |                                                           |                                                                                                              |                                       |                                                          |

Prepared and Submitted by:

**MRS. EMERY C. ALVAREZ**  
District LRP Coordinator

Received by:

**ALLAN CARLO C. SORIANO**  
Learner Rights and Protection  
Division Focal



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)