



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM
No. 0963 , s. 2026

To: Schools Division Superintendents
All Others Concerned

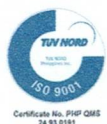
SUBMISSION OF ACTION PLAN ON CONSOLIDATED FINDINGS
ON CLASS SIZE, TEACHER DEPLOYMENT, AND ENROLLMENT

1. **Activity/Directive.** Following the presentation of data on class sizes, teacher deployment, and enrollment during the 6th Regional Management Committee Meeting, all Schools Division Offices (SDOs) are directed to submit their respective Action Plans addressing the consolidated findings and concerns.
2. **Objective.** The Action Plans shall provide specific and measurable interventions to address identified gaps in teacher deployment, class size, and learner data and improve the accuracy and efficiency of resource allocation.
3. **Consolidated Findings:**
 - a. Excess teachers in many schools
 - b. Teacher shortages in some schools
 - c. Wide gaps between system and validation (requiring revalidation)
 - d. Learner data decline
 - e. Undersized classes (mergeable)
 - f. Overcrowded classed (45-60 learners) in some schools
4. **Action Plan Requirements.** Following the SMART (**specific, measurable, attainable, realistic, and timely**) model, the Plan of Action shall contain the following:
 - a. Rationale
 - b. Objectives aligned with the consolidated issues
 - c. Specific action steps per issue
 - d. Responsible units/offices
 - e. Timeline for implementation
 - f. Success indicators
 - g. Means of verification for each indicator
5. **Submission Guidelines.**
 - a. Deadline: September 30, 2026
 - b. Template: Use the prescribed Action Plan template provided in the Enclosure.
 - c. Approved Scanned Copy: Send to pprd.caraga@deped.gov.ph



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6. **Monitoring and Reporting.** The Regional Office, through the PPRD, shall consolidate the submitted Action Plans and monitor their implementation. Quarterly progress reports shall be submitted and presented in subsequent MANCOM meetings.

7. **Effectivity.** This Memorandum takes effect immediately.

ALLAN G. FARNAZO
Director IV

VCN/PPRD/RM-Submission of Action Plan on Consolidated Findings from Data on Class Size ...
15220/September 14, 2026



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(Enclosure to Regional Memorandum No. 0963 s, 2026)

ACTION PLAN ON TEACHER DEPLOYMENT, CLASS SIZE, AND ENROLLMENT

I. Rationale

II. Objectives

III. Consolidated Findings / Issues

IV. Division Action Steps

Findings/Issues	SDO Action/s (Specific Activities)	Responsible Unit	Timeline	Success Indicator (e.g., percentage, compliance rate, number achieved)	Means of Verification
1. Excess teachers	Consolidate teacher deployment data; reassign excess teachers to shortage areas or overcrowded classes (sample only)	Personnel/Planning (sample only)	Oct–Nov 2026 (sample only)	80% of excess teachers redeployed (sample only)	Redeployment orders; consolidated teacher assignment list (sample only)
2. Teacher shortages					
3. Wide gaps in data between system and validation (requiring revalidation in some SDOs)					

4. Learner data (enrollment) decline					
5. Undersized classes					
6. Overcrowded classes					

V. Monitoring & Evaluation

VI. Expected Outcomes

Prepared by

Division Planning Officer

Division HRMO

Recommending Approval

Asst. Schools Division Superintendent

Approved

Schools Division Superintendent