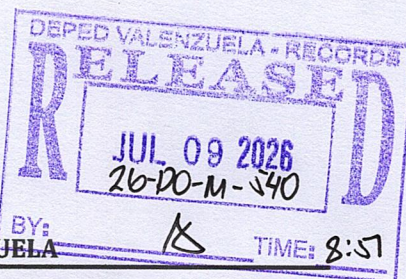




District Unit  
 Web Posted by: *ph*  
 Control no.: *24PMB485*

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
 Superintendent**

**DIVISION MEMORANDUM**

No. 0549 s. 2026

**UPDATING OF THE DIVISION DATABASE OF SCHOOL PAPER  
 AND ASSISTANT SCHOOL PAPER ADVISERS (SP-ASPAs), SCHOOL READING  
 COORDINATORS AND SCHOOL ARAL FOCAL IN ENGLISH  
 FOR SCHOOL YEAR 2026-2027**

To: OIC – Assistant Schools Division Superintendent  
 Chief Education Supervisors - CID and SGOD  
 Education Program Supervisors and Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. For the information and guidance of all concerned, and in line with the Schools Division’s continuing efforts to strengthen the implementation of campus journalism, literacy, and learning intervention programs, as well as to maintain an updated directory of personnel responsible for these initiatives, all public and private elementary and secondary school heads are hereby directed to update the Division Database of the following designated personnel for School Year 2026–2027:

- a. School Paper Advisers and Assistant School Paper Advisers (Public and Private Schools, English and Filipino);
- b. Reading Coordinators (English); and
- c. ARAL Focal Persons (English).

2. The updated database shall serve as the official reference of the Division in the dissemination of information, coordination of journalism, reading and ARAL-related activities, conduct of capability-building programs, technical assistance, conferences, contests, and other initiatives related to campus journalism, reading and ARAL programs.

3. School heads should ensure that the information provided is accurate, complete, and consistent with the official designation issued by the school. In the event of any change in designation during the school year, the Curriculum Implementation Division shall be informed immediately to facilitate the updating of the Division database.

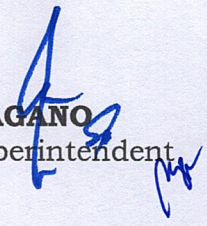
4. All schools are requested to download and accomplish the template that can be accessed through <https://bit.ly/4eMBqiU> and submit the same **on or before July 17, 2026**, through the designated online submission through <https://bit.ly/4fohhij> or to the Curriculum Implementation Division care of Dr Winnie F. Tugade, Education Program Supervisor-in-Charge.



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 Email Address: [sdvalenzuela@deped.gov.ph](mailto:sdvalenzuela@deped.gov.ph)  
 Official Website: <https://www.depedvalenzuela.com>



5. For inquiries and other concerns, please coordinate with the English/Campus Journalism Education Program of the Curriculum Implementation Division.
6. Immediate dissemination of this Memorandum is desired.

  
**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

**CAMPUS JOURNALISM  
LITERACY  
RECORDS  
REFERENCES**

WFT/DM- UPDATING OF THE DIVISION DATABASE OF SCHOOL PAPER AND ASSISTANT SCHOOL PAPER ADVISERS (SP-ASPAs), SCHOOL READING COORDINATORS AND SCHOOL ARAL FOCAL IN ENGLISH FOR SCHOOL YEAR 2026-2027

\_\_\_\_\_ /July 6, 2026