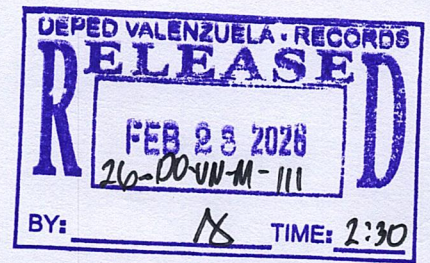


DepEd ICT Unit

Web Posted by: pm  
Control no.: 26PUN-224



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
Superintendent**

February 20, 2026

**TO: All Public and Private Secondary School Heads**

Sirs/Mesdames:

Attached is a letter from Ms. Loida S. Cruz, School Administrator, STI College Meycauayan dated February 18, 2026, regarding a Career Orientation Seminar for Grade 10 and Grade 12 Students in Valenzuela Area, content of which is self-explanatory.

STI College Meycauayan may conduct the activity provided that both parties adheres to the following:

1. Proper coordination to the School Head shall be made.
2. Learner participants shall secure parent's consent and waiver form;
3. Participation to this activity shall be **purely voluntary** and **will not hamper instructional time** pursuant to the provisions in DO 003, s. 2024 and DO 022, s. 2023 titled "Implementing Guidelines on the School Calendar and Activities for the SY 2023-2024";
4. No Collection Policy;
5. DepEd Order No. 28, s. 2001 titled "Prohibition the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services"; and
6. May only distribute flyers and brochures related to their programs and offerings; no other form of solicitation, marketing, or promotional activity shall be conducted.

For more information kindly coordinate with STI College Meycauayan at contact no. 0999 885 6065 or email address [Loida.cruz@meycauayan.sti.edu](mailto:Loida.cruz@meycauayan.sti.edu).

For your information and appropriate action.

Very truly yours,

**NOEL D. BAGANO**  
Schools Division Superintendent

Division Letter No. 007, s. 2026  
Encl.: As stated  
WINA/SGOD

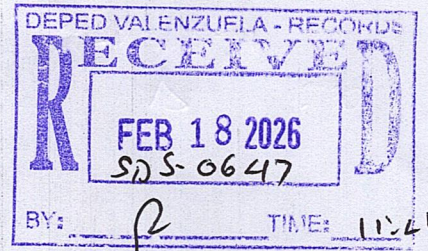


Address: Pio Valenzuela St., Marulas, Valenzuela City  
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
Email Address: [sdovalenzuela@depd.gov.ph](mailto:sdovalenzuela@depd.gov.ph)  
Official Website: <https://www.depedvalenzuela.com>





February 18, 2026



**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**  
Department of Education, Valenzuela City

**Subject: Proposal for Career Orientation Seminar for Grade 10 and Grade 12 Students in the Valenzuela Area**

Dear Sir/Madam,

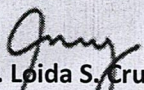
I hope this letter finds you well. As a representative of STI College Meycauayan, I am writing to propose the organization of a comprehensive Career Orientation Seminar tailored for Grade 10 and Grade 12 students within the schools of the Valenzuela area. This seminar aims to equip students with valuable insights into various career paths, higher education opportunities, and the essential skills needed to thrive in the rapidly evolving job market. Through interactive sessions and informative discussions. We aim to empower students to make informed decisions about their future academic and professional endeavors.

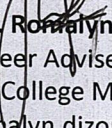
We also believe that by collaborating with the division office, we can effectively reach a wider audience and maximize the impact of this initiative. We are confident that this seminar will not only benefit individual students but also contribute to the overall educational development and career readiness of the Valenzuela community. We look forward to your favorable consideration and the opportunity to work together in organizing this important event.

Therefore, we kindly request an endorsement or certification letter from your esteemed office to support the credibility and value of the seminar among participating students and educational institutions. We eagerly await your favorable response and the opportunity to work together on this important initiative.

Thank you for your attention and consideration.

Sincerely,

  
**Ms. Loida S. Cruz**  
School Administrator  
STI College Meycauayan  
loida.cruz@meycauayan.sti.edu  
09998856065

  
**Ms. Romalyn R. Dizon**  
Career Adviser  
STI College Meycauayan  
romalyn.dizon@meycauayan.sti.edu  
09533422245 / 09367372239