



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

July 22, 2026

DIVISION MEMORANDUM

No. ~~330~~ s. 2026

**CAPACITY BUILDING OF ELEMENTARY SCHOOL HEADS
AND DISTRICT ICT COORDINATORS ON THE UNIFIED
PERFORMANCE SYSTEM (UPS) MANAGEMENT**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Elementary School Heads
All Others Concerned

1. To strengthen the digital management capabilities of school leaders and ensure the effective implementation of the Unified Performance System (UPS), this Office shall conduct the Capacity Building of Elementary School Heads and District ICT Coordinators on Unified Performance System (UPS) Management on July 29, 2026, from 8:00 AM to 4:00 PM via online. The meeting link shall be provided before the meeting.
2. This activity aims to equip participants with the necessary knowledge and skills in the administration, utilization, and management of the UPS to support data-driven decision-making, school performance monitoring, learner profiling, and instructional improvement across elementary schools in the division. Specifically, the activity aims to:
 - orient participants on the framework, features, and functionalities of the Unified Performance System (UPS);
 - develop competencies in managing school, personnel, learner, and performance data using the UPS;
 - enhance the capability of District ICT Coordinators in providing technical assistance and system administration;
 - ensure accuracy, reliability, and timely updating of school data in the UPS; and
 - formulate school and district implementation plans for the effective deployment and sustainability of the UPS.



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3. Participants in this activity are all Public Elementary School Heads, ICT Coordinators (1 per district to be identified by the PSDSs), Public Schools District Supervisors, and select Division ICT Personnel and Resource Speakers.
4. The participants are expected to plan and prepare for the Updated UPS School Implementation Plan, the School UPS Management Team, the Initial School Data Validation Report, and the District Technical Assistance Plan.
5. Attached is Enclosure No. 1, Matrix of Activities, for reference.
6. Participants are advised to bring with them a laptop, Mobile internet device or pocket Wi-Fi, School data files required for UPS encoding, and other materials necessary for the workshop. School heads shall ensure that classes and school operations remain uninterrupted during their attendance at this activity.
7. A meeting of the members of the Program Management Team with the UPS Developer shall be conducted on July 27, 2026, at 9:00 AM, at SDO Conference Hall, City of Malolos.
8. Immediate and widest dissemination of this Memorandum is desired. For strict compliance.


CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. *130* s. 2026

Activity Matrix Time	Activity	Person/s In-Charge
7:30–8:00 AM	Getting Ready	
8:00–8:30 AM	Opening Program	Program Management Team
8:30–9:30 AM	Overview of the Unified Performance System (UPS)	Project Development Team
9:30–10:30 AM	UPS Modules and System Navigation	Resource Speaker/s
10:30–12:00 NN	School Data Management and Encoding	Resource Speaker/s
1:00–2:30 PM	Learner Profiling and Performance Analytics	Resource Speaker/s
2:30–3:30 PM	ICT Coordinators' Roles in UPS Administration	Resource Speaker/s
3:30–4:30 PM	Workshop: School Implementation Planning	Facilitators
4:30–5:00 PM	Presentation of Outputs, Evaluation, and Closing Program	Participants