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

November 13, 2026

DIVISION MEMORANDUM
No. 520 s. 2026

GUIDELINES ON REQUESTING AND APPROVING CHANGES IN THE SCHEDULE OF DIVISION-LEVEL SEMINARS OR TRAININGS

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Unit and Section Heads
Elementary & Secondary School Heads
All Others Concerned

1. To ensure the systematic implementation of Division-level training programs and other Human Resource Development (HRD) activities, promote efficient coordination, and ensure the judicious utilization of government resources, these guidelines are hereby issued to establish the procedures for requesting and approving changes to previously approved schedules.
2.
3. These guidelines are issued in consonance with DepEd Order No. 32, s. 2011, or the *Policies and Guidelines on Training and Development (T&D) Programs and Activities*, which emphasizes systematic planning and implementation of T&D activities, and DepEd Order No. 9, s. 2005, and DepEd Order No. 009, s. 2026, which underscore the importance of protecting instructional time and strategically scheduling school activities.

4. All Division-level trainings, seminars, workshops, conferences, orientations, and other HRD activities shall be conducted according to their approved schedules. Any postponement, cancellation, or rescheduling shall require prior written approval of the Schools Division Superintendent (SDS) or the duly authorized official.

5. Requests for changes in the approved schedule may only be considered under valid and justifiable circumstances, such as:

   A. Force majeure, severe weather conditions, natural disasters, or public emergencies;

   B. Conflicts with higher-level or other official DepEd activities requiring the participation of concerned personnel;

   C. Unavailability of essential resource persons or venues due to circumstances beyond the control of the proponent; and

   D. Other equally meritorious circumstances, subject to the evaluation and approval of the SDS.

Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: https://bulacandeped.com.ph
Email: bulacan@deped.gov.ph

6. The concerned proponent or implementing unit shall submit the **"REQUEST FOR CHANGE OF SCHEDULE" Form** as enclosed in this Memorandum, through the HRD Section, at least **fifteen (15) working days before the originally scheduled activity**, whenever practicable. The request shall indicate the original and proposed schedules, the specific justification for the change, and confirmation of the availability of participants, resource persons, venue, and other logistical requirements.

7. Requests arising from unforeseen or emergency circumstances shall be communicated immediately to the concerned offices and the SDS or duly authorized official, together with the necessary justification and supporting documents.

8. The HRD Section shall evaluate the request, particularly its justification, possible conflicts with other Division activities, and implications on the approved training program. Requests involving financial, procurement, or logistical adjustments shall likewise be coordinated with the concerned offices before endorsement for approval.

9. No proponent, organizing committee, or implementing unit shall independently change an approved training schedule or announce a revised schedule without the necessary authorization. Upon approval, the HRD Section, in coordination with the proponent, shall facilitate the issuance of the appropriate official communication to inform all concerned.

10. Proponents and implementing units are expected to exercise due diligence in planning and coordinating their respective activities to avoid unnecessary schedule changes, overlapping activities, and inefficient utilization of government resources.

11. Immediate and wide dissemination of this Memorandum is earnestly desired.

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

REQUEST FOR CHANGE OF SCHEDULE

Division-Level Training / Seminar / Workshop / Capacity Building

A. ACTIVITY DETAILS

Title of Activity: _____

Proponent / Implementing Unit: _____

Approved Schedule: _____

Approved Venue: _____

B. PROPOSED CHANGE

Requested New Schedule: _____

Proposed Venue (if applicable): _____

Type of Request:

- ☐ Postponement
- ☐ Rescheduling
- ☐ Cancellation
- ☐ Other: _____

C. JUSTIFICATION

Please briefly explain the reason for requesting the change of schedule and provide supporting details, if applicable.

D. CONFIRMATION OF ARRANGEMENTS

Please confirm the status of the following arrangements:

Particulars	Status / Remarks
Availability of participants	
Availability of resource persons	
Venue availability	
Funds, procurement, and logistical arrangements	
Other relevant arrangements	

E. CERTIFICATION AND REQUEST

I hereby certify that the information provided is accurate and that the proposed change has been properly coordinated with the concerned parties. I respectfully request approval of the proposed change of schedule.

Requested by:

Name and Signature of Proponent Date: _____

Designation

Endorsed by:

Head of Office / Immediate Supervisor Date: _____

Designation

F. HRD SECTION EVALUATION

☐ Recommended for approval

☐ Not recommended for approval

☐ For further clarification/compliance

Remarks: _____

Evaluated by:

CRISTIAN PAUL M. DE GUZMAN

SEPS, HRD

APPROVED:

CECILIA E. VALDERAMA, PhD, CESO VI

Schools Division Superintendent