



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

SEP 23 2026

No. 462 s. 2026

**DIVISION-WIDE ROLL-OUT OF THE FORM 6 SYSTEM IN THE SCHOOLS
DIVISION OF BATAAN**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors : Samal, Abucay, Orion
Public Elementary and Secondary School Heads
SDO Personnel
All Others Concerned

1. In continuation of the Pilot Implementation and Field Testing of the Form 6 System in Dinalupihan and Hermosa pursuant to Division Memorandum No. 258, s. 2026, this Office announces the next phase of the system's implementation in Samal, Abucay and Orion District.

2. To formally commence the roll-out of the Form 6 System, a face-to-face orientation and coordination meeting shall be conducted with the School Principals of the identified districts and their respective Administrative Officers. In schools without an assigned Administrative Officer, the designated Administrative Assistant shall attend the meeting together with the School Principal. The activity aims to introduce and operationalize the Form 6 System, provide necessary orientation on its features and processes, and facilitate its initial implementation and utilization for the online filing and processing of leave applications. The roll-out shall initially be conducted for the following districts according to the schedule below. The venue for each scheduled roll-out shall be determined and coordinated by the respective Public Schools District Supervisor (PSDS).

- **Samal District** – September 24, 2026, 8:00 AM–12:00 NN
- **Abucay District** – September 24, 2026, 1:00–5:00 PM
- **Orion District** – September 25, 2026, 8:00 AM–12:00 NN

3. The succeeding districts shall likewise undergo the roll-out of the Form 6 System. The specific dates of implementation shall be determined in coordination with the



Kabukiran, Calaylayan, Abucay 2114 Bataan
www.facebook.com/DepEdBataan

www.depedbataan.com
bataan@deped.gov.ph

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concerned Public Schools District Supervisors (PSDS), with this Office maintaining direct communication with the respective PSDSs regarding the scheduling and other necessary arrangements for the implementation in their districts.

4. All concerned personnel from the identified municipalities are requested to actively participate in the roll out and provide the necessary feedback and recommendations to support the improvement of the system participants are advised to attend the activity and bring their necessary devices, including laptops or other compatible gadgets, to facilitate the orientation, demonstration, and initial utilization of the Form 6 System.

5. All participants attending the orientation are advised to secure the necessary Travel Authority prior to the scheduled date of the meeting and ensure compliance with existing policies and guidelines governing official travel.

6. Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

To be included in the Perpetual Index
Under the following subjects:

Meeting/Orientation
SQB/rjm