Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

DEPED DIPOLOG CITY DIVISION
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ADMINISTRATIVE OFFICER II

November 23, 2026

DIVISION MEMORANDUM
No. 1059, s. 2026

BILLETING QUARTERS AND GUIDELINES FOR HOST SCHOOLS FOR THE 2026 LEARNERS' CONVERGENCE PHILIPPINES – MINDANAO CLUSTER

To: Chief Education Supervisor
Division Learner Formation Coordinators
Public Schools District Supervisors
School Heads of Zamboanga del Norte National High School, Estaka Central School and Miputak East Central School
Teachers of the Concerned Schools
Members of the SDO-Level Technical Working Group
This Division

1. In connection with DM-OUGOPS-2026-01-04471, "**Request for Participants for the Clustered Regional Learners' Convergence Philippines 2026**," and as a follow-up to Division Memorandum No. 1014, s. 2026, on the SDO-level Technical Working Group, this Division announces the billeting quarters of the delegations to the Convergence on December 5–9, 2026, and sets the guidelines for the host schools.

2. The following schools are designated as billeting quarters. The delegates shall be housed there from their arrival on December 5, 2026 until their departure on December 9, 2026:

Billeting Quarters	Address	Delegates Housed
Zamboanga del Norte National High School	Sorronda Road, Brgy. Estaka, Dipolog City, Zamboanga del Norte	• Region IX – Zamboanga Peninsula • Region X – Northern Mindanao • Region XI – Davao Region
Estaka Central School	Capitol Drive, Brgy. Estaka, Dipolog City, Zamboanga del Norte	• Region XIII – Caraga • Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)
Miputak East Central School	Quezon Avenue, Brgy. Miputak, Dipolog City, Zamboanga del Norte	• Region XII – SOCCSKSARGEN

The expected number of delegates per school is shown in Enclosure No. 1.

Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City

3. To give ample time to prepare the billeting rooms, the three (3) billeting schools are **allowed to move their Term 2 Examinations to an earlier date, December 1–2, 2026**. School heads shall inform their learners and parents of the new schedule, and shall ensure that all classrooms to be used are cleared, cleaned and ready by December 3, 2026.

4. School heads of the billeting schools shall also ensure that:
   a. comfort rooms and shower rooms are clean and working, each with a pail and dipper;
   b. each billeting room has electric fans, a room label and a visible evacuation map;
   c. drinking water and trash bins are available on every floor;
   d. vendors and canteens inside the school sell only factory-made, sealed and well-packed products, with no consigned or home-made food; and
   e. items lent by other schools are received with a signed acknowledgment receipt, kept in the assigned rooms, and returned after the event.

5. School heads may deploy their teachers, especially the advisers whose classrooms will be used, as **teacher-ushers** to welcome the guests and usher them to their billeting rooms on **December 5 (arrival), December 6–7, and December 8–9, 2026 (departure)**. Teacher-ushers shall follow the arrival flow in Enclosure No. 3: welcome the delegation, assist at the registration room, booth or area, turn over the classroom key to the chaperone, escort the group to its assigned room, and show them the nearest comfort rooms and shower rooms. Suggested spiels are in Enclosure No. 2, and the Key Turnover and Room Inspection Log is Enclosure No. 4.

6. Since these dates fall on a weekend and a holiday, teachers who render service as teacher-ushers shall be **granted service credits equivalent to five (5) days**, subject to existing DepEd policies on the grant of service credits and upon submission of their Daily Time Record (DTR) and Institutional Accomplishment Report (IAR) duly signed by the school head.

7. Please note that only the official members of the SDO-level Technical Working Group, as named in Division Memorandum No. 1014, s. 2026, are covered by the meal provisions of the event. Teacher-ushers who are not members of the TWG are advised to make their own meal arrangements.

8. School heads of the billeting schools are requested to submit to the Learner Formation Unit, **on or before November 24, 2026**, (a) the list of teacher-ushers with their mobile numbers, and (b) the layout of their buildings and rooms, one page per building, to start the assignment of rooms. The core TWG of each billeting school shall attend a coordination meeting at the **3/F Technical Assistance Room, SDO Dipolog Building, Government Compound, Sta. Isabel, Dipolog City**, on the following schedule: **Estaka Central School on November 25 (morning),**

Zamboanga del Norte National High School on November 25 (afternoon), and Miputak East Central School on November 26 (morning).

9. For clarifications and inquiries regarding this issuance, all concerned are directed to coordinate with the Division Learner Formation Coordinators:

Cielbert E. Dondoyano Jr. PDO I, 0956 590 9773	Fritzella Sam P. Sarande PDO I, 0917 130 0183

10. Immediate and widest dissemination of and compliance with this Memorandum is directed.

JOVENCIA M. SAMANTE EMD
Public Schools District Supervisor
In-Charge of Office

For:

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

Ref.: DM-OUGOPS-2026-01-04471;
Division Memorandum No. 1014, s. 2026
Encl.: As stated
SGOD/LFU/CEDJ
November 23, 2026

(Enclosure No. 1 to Division Memorandum No. 1059, s. 2026)

BILLETING QUARTERS AND EXPECTED DELEGATES

2026 Learners' Convergence Philippines – Mindanao Cluster | December 5–9, 2026

Billeting Quarters and Address	Delegation	Learners	Chaperones	Total
Zamboanga del Norte National High School Sorronda Road, Brgy. Estaka, Dipolog City	Region IX	81	26	107
	Region X	126	41	167
	Region XI	99	32	131
	Subtotal	**306**	**99**	**405**
Estaka Central School Capitol Drive, Brgy. Estaka, Dipolog City	Region XIII – Caraga	108	36	144
	BARMM	90	27	117
	Subtotal	**198**	**63**	**261**
Miputak East Central School Quezon Avenue, Brgy. Miputak, Dipolog City	Region XII	72	24	96
TOTAL		**576**	**186**	**762**

Note: Figures are based on the online pre-registration as of November 16, 2026, and are subject to final confirmation by the regions. Field Support Team from respective regions are not yet counted.

(Enclosure No. 2 to Division Memorandum No. 1051, s. 2026)

SUGGESTED SPIELS FOR TEACHER-USHERS

Teacher-ushers may practice these spiels and say them in their own words and in the language the group is most comfortable with. Fill in the blanks before the delegates arrive.

1. Welcome at the registration area

"Good morning! Maayong pag-abot sa Dipolog, the City of Orchids! I am Teacher _____, and you will be staying in my classroom, Room _____. Once you are registered, please follow me and I will take you to your room."

2. Turnover of the classroom key

"Ma'am/Sir, here is the key to Room _____. Please keep it with you during your stay and sign here on the Key Turnover Log. We will check the room together and you will return the key on your departure."

3. On the way to the room

"Along the way, here are the comfort rooms and the shower rooms nearest to your room. The clinic is over there, and the Command Center is at the tents. If you need anything at any time, look for anyone wearing a LearnCon shirt or ID."

4. Inside the room

"This will be your home for the next few days. The drinking water is at _____, and the trash bins are at _____. Please keep your valuables with you at all times."

5. Safety reminder

"Please look at the evacuation map by the door. In case of an earthquake or a fire, stay calm, follow the arrows, and go to the assembly area at _____. Your chaperone will do the headcount there."

6. House rules

"Breakfast is at 6:00 a.m., and lights out is at 10:00 p.m. All your meals are provided. If you buy snacks in school, choose sealed, packaged ones. If you feel unwell or need someone to talk to, our clinic and LRP desk are open for you."

7. Closing the orientation

"Do you have any questions? Rest well, and once again, welcome to LearnCon! Kung may kailangan kayo, nandito lang kami."

8. Departure on December 9

"Thank you for staying with us! Before you leave, please check under the chairs, in the cabinets and in the comfort rooms for your things. Let us check the room together, and then you may return the key. Ingat sa biyahe, and see you again!"

Tips: Smile, speak slowly and clearly, and walk at the group's pace. Know the location of the nearest comfort rooms, shower rooms, clinic and exits before the delegates arrive.

(Enclosure No. 3 to Division Memorandum No. 1057, s. 2026)

ARRIVAL AND DEPARTURE FLOW AT THE BILLETING QUARTERS

Arrival · December 5, 2026

1 Arrival at the school gate
Delegation is met by the teacher-usher on duty and guided to the drop-off point.

▼

2 Registration room / booth / area
Attendance check per region and division; release of kits, shirts and meal stubs.

▼

3 Turnover of the classroom key
The teacher-usher hands the key of the assigned billeting room to the chaperone and both sign the Key Turnover Log.

▼

4 Escort to the assigned billeting room
The teacher-usher walks the group to the room, at the group's pace.

▼

5 Room orientation
Show the nearest comfort rooms and shower rooms, drinking water, trash bins, the evacuation map and exits, and the house rules.

▼

6 Report back
Tell the region's attendance head: "Room __, complete, __ persons."

Departure · December 9, 2026

A Room inspection
Teacher-usher and chaperone check the room against its condition at turnover.

▼

B Return of the key
Chaperone returns the key; both sign the log.

▼

C Send-off
Final headcount and farewell at the gate.

On December 6 to 8
Teacher-ushers on duty help guests find their way, answer questions, and report concerns to the school's billeting focal person or the Command Center.

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(Enclosure No. 4 to Division Memorandum No. 1059, s. 2026)

KEY TURNOVER AND ROOM INSPECTION LOG

Billeting Quarters: _____ Building: _____

Room No.	Region / Division	Key received by (Chaperone, signature)	Date and time	Key returned (Chaperone, signature)	Room condition on return	Teacher-usher (signature)

Note: Report any damage or missing item to the school's billeting focal person and the SDO-level TWG within the day.

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