



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 17, 2026

DIVISION MEMORANDUM

No. 325, s. 2026

**DIVISION-LEVEL VALIDATION OF HEALTHY LEARNING INSTITUTIONS - LAST
MILE ELEMENTARY SCHOOLS (HLI-LMES) AND SUBMISSION OF FINAL
DOCUMENTS FOR SY 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors/ Principals-in-Charge
Concerned Public Elementary School Heads
Division Medical Officer
School Nurses and Other School Health Personnel
All Others Concerned

1. The Schools Division Office of Northern Samar, through the School Health Section, shall conduct the **Division-Level Validation of the Healthy Learning Institutions (HLI) Self-Appraisal Checklist (SAC) and corresponding Means of Verification (MOVs) for School Year 2025-2026.**
2. The validation process aims to:
 - a. assess the implementation of HLI standards and indicators at the school level;
 - b. ensure the accuracy, completeness, and appropriateness of the SAC and corresponding Means of Verification (MOVs);
 - c. provide technical assistance and address identified gaps and deficiencies; and
 - d. identify HLI-LMES that meet the required rating for **Division-Level Validation and subsequent Regional-Level Validation.**
3. **School-Level Accomplishment and Initial Validation.** All HLI-LMES shall accomplish the SAC and prepare the corresponding MOVs based on their actual implementation for SY 2025-2026. The **School Head and the School Nurse assigned to the HLI-LMES** shall conduct the initial school-level validation of the accomplished SAC and supporting MOVs.
4. HLI-LMES obtaining an **overall rating of 65% or higher (Satisfactory), with no individual HLI Pillar rating below 65%,** during the initial validation shall proceed to the **Division-Level Validation.** The assigned School Nurse shall provide technical assistance in the accomplishment and review of the SAC and MOVs and ensure that identified gaps are addressed prior to the Division-Level Validation.
5. The **Division-Level Validation** shall be conducted at the **School Health Section Annex Office, Schools Division Office of Northern Samar, on August 24-27 and September 1-3, 2026.** HLI-LMES that obtain an **overall rating of 65% or higher (Satisfactory)** during the initial school-level validation shall proceed as follows:

- a. Select **one (1) day** from the prescribed validation dates for their Division-Level Validation;
 - b. Inform the **School Nurse assigned to the HLI-LMES** of their preferred date for proper scheduling and coordination with the **Division Validation Team**; and
 - c. On the scheduled validation date, the **School Head and/or HLI School Focal Person** shall bring the following:
 - **Hard copy of the accomplished HLI SAC (2026 version);**
 - **Corresponding MOVs** for review and validation; and
 - **Other relevant supporting documents**, as applicable.
6. HLI-LMES that successfully undergo **Division-Level Validation** shall proceed to **Regional-Level Validation**, to be jointly conducted by the **DepEd Regional Office VIII (DepEd RO VIII)** and the **Department of Health-Eastern Visayas Center for Health Development (DOH-EVCHD)**. The concerned HLI-LMES shall incorporate the corrections and recommendations identified during the Division-Level Validation, finalize the SAC and corresponding MOVs, and submit the **complete digital/e-copies** to the Division Validation Team **on or before September 7, 2026**, for consolidation and subsequent endorsement to the Regional Validation Team.
7. **Submission of Final Documents.** All **130 HLI-LMES** shall submit the **digital/e-copies of their final SAC and complete corresponding MOVs** through the designated online submission platform on or before **September 18, 2026**. This submission is **required of all HLI-LMES**, regardless of their participation in the Division-Level and/or Regional-Level Validation.
8. All HLI-LMES shall use the **updated HLI SAC (2026 Version)**, accessible through <https://tinyurl.com/OKD-HLI-SAC-2026>. School Heads shall ensure the **accuracy, completeness, and timely submission** of the required documents.
9. **Public Schools District Supervisors/Principals-in-Charge** shall monitor compliance with the HLI validation and submission requirements within their respective districts, provide necessary guidance and support, and facilitate appropriate action on identified concerns.
10. The **HLI-LMES Validation and Submission Process Flow**, attached to this Memorandum, shall serve as a guide to all concerned in following the **prescribed sequence of validation activities, requirements, and submission of documents**.
11. This Division Memorandum shall serve as the **Official Travel Authority** for all concerned.
12. Immediate dissemination of and strict compliance with this Memorandum is directed.



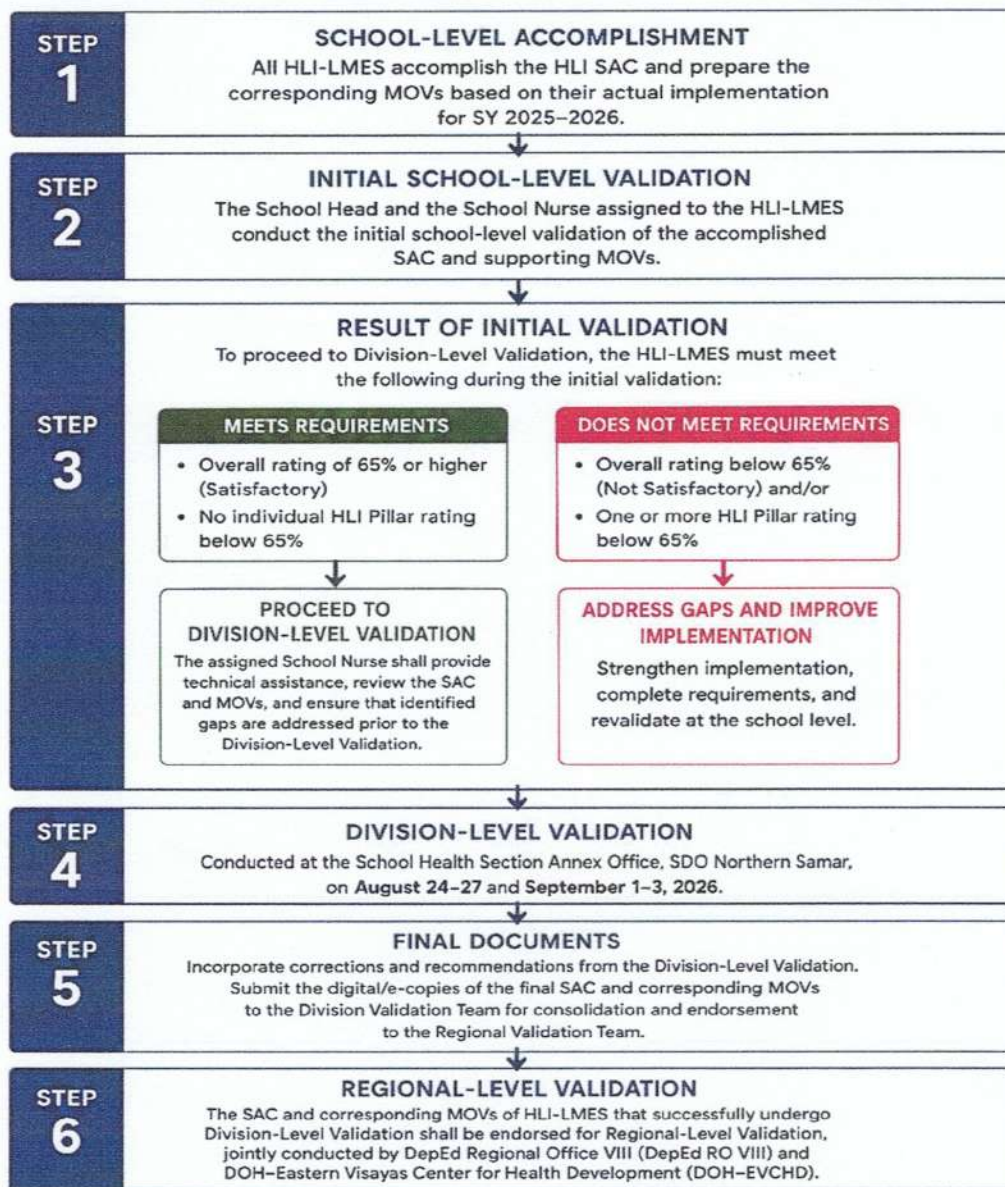
GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to DM _____, s. 2026

HLI-LMES VALIDATION AND SUBMISSION PROCESS SY 2025-2026



IMPORTANT: ALL 130 HLI-LMES
FINAL DIGITAL SUBMISSION ON OR BEFORE
SEPTEMBER 18, 2026

Submission of final SAC and complete corresponding MOVs is required for all HLI-LMES, regardless of participation in the Division-Level and/or Regional-Level Validation.



REFERENCE

Use the updated HLI SAC (2026 Version), accessible through

<https://tinyurl.com/OKD-HLI-SAC-2026>