



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
NO. <b>481952</b>	TIME: <b>3:49 PM</b>
BY: _____	DATE: <b>DEC 19 2025</b>
<b>RELEASED</b>	

17 Dec 2025

**DIVISION MEMORANDUM**  
**NO. 664, s. 2025**

**YEAR-END CONFERENCE FOR ALL PRIVATE SCHOOL ADMINISTRATORS,  
SCHOOL HEADS, AND TEACHER REPRESENTATIVES**

TO: Public Schools District Supervisors/District In-Charge  
All Private School Owners/Administrators/  
School Heads/Teacher Representative  
All Others Concerned  
*This Division*

1. Please be informed that the Year-End conference will be conducted on **22 December 2025 (Monday)**, 8:00 a.m. The venue will be at Sibugay Grand Plaza Hotel, Ipil, Zamboanga Sibugay.
2. The agenda of the conference are as follows:
  - a. Status update on the renewal of government permits for SY 2026–2027
  - b. Special Order (SY 2025–2026) submission schedule.
  - d. Computer-Based National Career Assessment Examination (CB-NCAE) 2025
  - e. National Achievement Test (NAT) for Grades 6, 10, and 12, SY 2024–2025 results
  - f. Other matters
3. The participants of this conference are the school administrators, school heads (Elementary and Secondary), or Teacher representatives.
4. A registration fee of Php. 750 shall be collected for lunch, snacks, and other incidental expenses.



📍 Pangi, Ipil, Zbga. Sibugay  
☎ (062) 333-5492  
✉ [zamboanga.sibugay@deped.gov.ph](mailto:zamboanga.sibugay@deped.gov.ph)  
🌐 [depedzamboangasibugay.ph](http://depedzamboangasibugay.ph)



Republic of the Philippines  
**Department of Education**  
REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

---

5. For wide dissemination and compliance.

  
**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent

Encl.:As Stated

To be indicated in the Perpetual Index  
under the ff. subjects:  
Private School Conference Regulatory Supervision

DM-SGOD-M&E-2025-12-368-0  
LIR-20251217