



Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM  
No. 05-147 s. 2026

To: Assistant Schools Division Superintendent  
Chief - School Governance and Operations Division  
Chief - Curriculum Implementation Division  
Public Schools Division Supervisor  
All School Heads  
All School Administrative Office II  
This Division

ONLINE ORIENTATION ON THE IMPLEMENTATION OF PROJECT ATHENA –  
(ADVANCED TECHNOLOGY HUB FOR EDUCATIONAL NEEDS ASSESSMENT)

1. To ensure the smooth implementation of **Project ATHENA (Advanced Technology Hub for Educational Needs Assessment)**, the Schools Division of Siargao through the ICT Unit will conduct an Online Orientation for all concerned personnel.
2. This activity aims to equip participants with sufficient knowledge and skills in navigation and utilizing the ATHENA system effectively.
3. The following participants are required to attend the online orientation:
  - \*All School Heads
  - \*All School Administrative Officer II.
4. The Schedule of the online orientation is on May 21, 2026, 8:00AM via TEAMS.  
Link: <https://teams.microsoft.com/meet/49051653643108?p=w4hyZhEw9LzZUeaou4>  
Meeting ID: 490 516 536 431 08  
Passcode: A6AF6Rc3
5. All schools are required to finalize all data by May 22, 2026, ensuring all six (6) sections are completed and finalized, and verify the accuracy of the submitted information.

**Note:** Each school section in the system must be marked as "Finalized". The school's submission will only be considered complete when all six sections have been finalized and verified. Finalization of all sections will reset every new school year. At any time, the school system admins may update any section as needed, ensuring that school information and the overall schools report for this division remain current and accurate.



OSDS202605BVET143IA3Q



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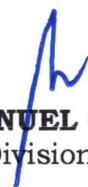
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6. For technical support or clarifications regarding the use of ATHENA, please contact the DepEd Siargao ICT Unit via email at **john.jabines002@deped.gov.ph**. A user manual will also be made available through the system portal to guide you through the process.
7. Attendance and active participation in this activity are highly encouraged to ensure the successful implementation of Project ATHENA across all schools.
8. Immediate dissemination of this Memorandum is hereby directed.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

Reference: As stated

Encl's: None


To be indicated in the **PERPETUAL INDEX** under the following subjects:

ATHENA      DCP      INVENTORY

OSDS/jeaj  
05/19/2026



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