DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1367 s. 2026

UPDATES ON THE SUBMISSION OF REPORTS AND THE CONDUCT OF THE 4TH QUARTER TEAPOT FOR FY 2026

To: Schools Division Superintendents
All Others Concerned

1. Relative to Regional Memorandum No. 156, s. 2026, titled "Quarterly Conduct of Thursday Engagement and Assessment on Policies, Processes, Operations, and Technical Assistance (TEAPOT) to the Schools Division Offices for Fiscal Year 2026," this Office, through the Quality Assurance Division (QAD), announces the following updates regarding the submission of the 4th Quarter TEAPOT reports and the online conduct of the activity.

2. These updates aim to streamline the submission process, ensure the timely consolidation and review of TEAPOT reports, and facilitate the orderly conduct of the 4th Quarter TEAPOT activity.

3. To achieve these objectives, all SDOs shall encode and finalize their 4th Quarter TEAPOT reports using their respective allocated Google Docs, accessible through this link: https://tinyurl.com/TEAPOT2026SDOSubmission, on or before December 7, 2026.

4. All SDOs shall submit the duly signed copy of their 4th Quarter TEAPOT report through the designated submission link, https://tinyurl.com/4thQtrTEAPOTFY2026, not later than December 9, 2026.

5. The 4th Quarter TEAPOT for FY 2026 shall be conducted online via Zoom on December 10, 2026, at 2:00 p.m. The meeting link is https://tinyurl.com/TEAPOTForms2026.

6. All other provisions stipulated in Regional Memorandum No. 156, s. 2026, shall remain in full force and effect, except for those pertaining to the submission of TEAPOT reports, which are hereby updated through this Memorandum.

7. For inquiries or clarifications, please contact the Quality Assurance Division through telephone number (072) 682-0324, local 117, or email at qad.region1@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.

For the Regional Director:

RHODA T. RAZON
Director III/Assistant Regional Director

Encl.: As stated
Reference: Regional Memorandum 156 s.2026
To be indicated in the Perpetual Index:
under the subjects:

ASSESSMENT	POLICIES	PROCESSES
OPERATIONS	TECHNICAL ASSISTANCE	

QAD/aas/ Updates on the submission of reports and the conduct of the 4th Quarter TEAPOT for FY 2026

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