



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

OFFICE MEMORANDUM
No: 001 s. 2025

January 9, 2025

**COORDINATION AMONG FUNCTIONAL DIVISIONS
AND USE OF ELECTRONIC CALENDAR FOR 2025 SDO WFP ACTIVITIES**

TO: DR. JUN-NILOU D DULFO ASDS
DR. RENATO S. CAGOMOC CID Chief
DR. AVELINA P. TUPA SGOD Chief
GRACE S. PAGUNSAN Administrative Officer
SHERYLL ANN MARIE G. LACABA CPA Accountant
SUNSHINE MARJORIE E. VENTURES Budget Officer
GARY H. BALLON IT Officer
ATTY. RHEA P. AGUADO Legal Officer
All Activity Proponents

1. In the implementation of the 2025 Work and Financial Plan starting this January 2025, this Office reminds its key officials, unit/section heads, and activity proponents about coordination among functional division heads and use of the electronic calendar for recording of the SDO activities to avoid conflict of schedules and overlapping of activities.
2. The OSDS, CID and SGOD activity proponents who prepare memoranda for their respective activities in the implementation of the 2025 SDO Work and Financial Plan should coordinate with the heads of the other functional divisions, especially when the personnel of the other functional divisions are involved, before posting the activity in the SDO Website Monthly Calendar of Activities and submitting the memoranda to the SDS Office for signature.
3. The Division IT Officer is hereby directed to activate **at least one (1) DepEd email account** from each of the SDO functional divisions to be connected to the SDO Website Monthly Calendar of Activities and the **owner of the said DepEd email account** to be re-oriented on the use of the electronic Calendar.




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4. The following pieces of information shall be entered into the electronic Calendar:
 - a. Name or Title of the Activity
 - b. Date of the Activity
 - c. Specific Venue of the Activity
 - d. Specific Group of Activity Participants
 - e. Updated Remark (whether "Pushed Through" or "to be Postponed")
5. The proponents of the 2025 SDO WFP activities not yet recorded in the SDO Website Monthly Calendar of Activities shall enter the activities first into the electronic calendar before the memoranda are to be prepared and signed.
6. To avoid conflict of schedules and overlapping of activities, the functional division officials are hereby enjoined to make sure all the activities in the 2025 WFP are entered into the PMIS and recorded in the SDO Website Monthly Calendar of Activities.
7. The functional division officials and the activity proponents are reminded of the following situations that are reflective of the steps of the process:
 - a. The activity should be found in the 2025 functional division WFP.
 - b. The activity with its details should be found in the PMIS.
 - c. The activity with specific details should be found in the SDO Website Monthly Calendar of Activities.
 - d. The activity with procurement should have been acted upon by the BAC.
 - e. The activity details in the SDO Website Monthly Calendar of Activities should be updated when necessary.
 - f. The activity memorandum should be prepared and signed at least three (3) days before the conduct of the activity.
 - g. The soft copy of the released activity memorandum should be posted on the SDO Website as well as in the SDO Group Chat and the hard copy of it should be reproduced and distributed **ONLY** to the functional division heads whose personnel are participants.
8. **ONLY** the memoranda on the activities that have passed through the situations **a** to **d** in Item 7 shall be forwarded to the SDS Office for signature.



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9. Item 7 of this Memorandum shall be priority consideration during the Quarterly Division Program Implementation Review (DPIR) and the Year-End Performance Review - IPCRs and OPCR's.
10. Immediate dissemination and strict compliance with this Office Memorandum are desired.

 1/9/2021
MARGARITO A. CADAYONA, JR. PhD CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

