




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

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**OFFICE MEMORANDUM**

No. 019 s 2025

TO: RIO FRANCIS A. PAGUNSAN  
Regular Driver (DepEd Van Plate # P5Y785)  
  
MANUEL F. DOROJA  
Job Order Driver (DepEd Pickup Plate # BGE992)

FROM:  **MARGARITO A. CADAYONA, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DATE: May 27, 2025

SUBJECT: **FETCHING SDO CALBAYOG ATHLETES AT DANIEL Z. ROMUALDEZ AIRPORT, TACLOBAN CITY**

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1. In the exigency of the service, the abovementioned drivers of this Office are highly requested to fetch the SDO athletes coming from Palarong Pambansa in Laoag City, Ilocos Norte, who will be at the Daniel Z. Romualdez Airport, Tacloban City around 5:30 in the morning of Sunday, June 1, 2025.
2. Shall the abovementioned driver(s) be unavailable on that day for valid reason, the employee(s) is / are required to inform this Office with supporting documents for the Management to have basis to designate temporary driver(s) to do the task.
3. Per diem and other expenses relative to the said travel shall be charged against LOCAL FUND, subject to usual accounting and auditing rules and regulations.
4. For guidance and compliance.