




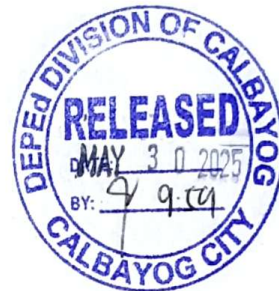
Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

OFFICE MEMORANDUM

No. 020 s 2025

TO: GRACE S. PAGUNSAN Administrative Officer V (Admin Officer)
GENNERSON T. NABUAL Administrative Officer IV (Supply Officer)
RIO FRANCES A. PAGUNSAN Regular SDO Driver
MANUEL A. DOROJA Job-Order Driver
GODFREY NOTARTE Job-Order Driver

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



DATE: May 28, 2025

SUBJECT: **COMPLETE DISTRIBUTION OF LEARNING MATERIALS AND EQUIPMENT TO SCHOOLS BEFORE THE OPENING OF CLASSES**

1. In preparation for the opening of the SY 2025 – 2026, the SDO Administrative Officer, Grace S. Pagunsan, together with the SDO Administrative Officer IV – Supply, is hereby tasked to ensure the completion of the distribution of the learning materials and other teaching-learning equipment intended for schools before the opening of classes for SY 2025-2026 which will be on June 16, 2025.
2. For the delivery of the learning materials and teaching-learning equipment without funds downloaded to the schools, the abovementioned personnel shall mobilize the drivers and the other job-order employees and utilize the SDO vehicles during office hours for the said distribution, following the Catch-Up Plan of the Supply Office.
3. Application for leave of absence of the aforementioned employees shall NOT be accommodated, unless for valid reasons. The drivers are required to prioritize the delivery task over ferrying personnel to activities outside the division.
4. Expenses for the delivery and distribution of the learning materials and equipment shall be charged against School Downloaded Fund and Local Fund (*for those without downloaded fund*), subject to the usual accounting and auditing rules and regulations.
5. For guidance and compliance.