



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

OFFICE MEMORANDUM

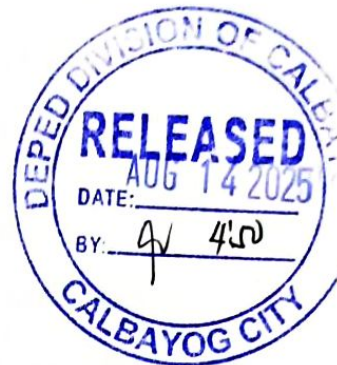
No. 029, s. 2025

TO: Chief Education Supervisors (CID and SGOD)
Education Program Supervisor (SGOD)
All Senior Education Program Specialists
Calbayog 3 Public Schools District Supervisor
Calbayog 3 Adaptor
SGOD Unit Heads
School Head of Calbayog City SPED Center

FROM: **MARGARITO A. CADAYONA JR. PhD, CESO VI**
OIC-Schools Division Superintendent

SUBJECT: **PREPARATION OF PROPOSAL DOCUMENTS FOR THE PROPOSED
RELOCATION AND DEVELOPMENT OF CALBAYOG CITY SPED
CENTER**

DATE: August 12, 2025



1. In reference to DO 44, s. 2021 on the **POLICY GUIDELINES ON THE PROVISION OF EDUCATIONAL PROGRAMS/AND SERVICES FOR LEARNERS WITH DISABILITIES IN THE K TO 12 BASIC EDUCATION PROGRAM**, the Schools Division of Calbayog City as prime mover in the delivery of quality education for the benefit of the learners with special needs.

2. In view hereof, a proposal on the relocation and establishment of the state of-the-art SPED Center for the schools division is hereby proposed through the good congressman of the First District of Samar. This aims to provide better learning environment capable to cater the unique learning demands of our learners with special needs.

3. In light of the proposed **Relocation and Development of the Calbayog City SPED Center**, a **Technical Working Group (TWG)** is hereby created to oversee, coordinate, and facilitate all necessary preparations, validations, consultations, and documentation required for the successful implementation of the project (*See Enclosure 1*).

4. Attached herewith is the proposed time table of the proposed activities in line with the aforementioned proposal (*See Enclosure 2*).

5. Consequently, all division personnel identified as part of the TWG are hereby directed to attend a planning conference tomorrow, August 13, 2025, 9 AM at the Division Conference Hall.

6. All concerned are enjoined to extend their full cooperation for the timely and efficient completion of the required tasks. For guidance and strict compliance.



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Enclosure 1

**DIVISION TECHNICAL WORKING COMMITTEE ON THE PROPOSED
 RELOCATION AND DEVELOPMENT OF CALBAYOG CITY SPED CENTER**

Overall Chairperson: Dr. Margarito A. Cadayona Jr., CESO VI
 OIC SDS

Vice Chairperson: Dr. Jun- Nilou D. Dulfo, OIC ASDS

Core Members: Dr. Renato S. Cagomoc, CID Chief
 Dr. Avelina P. Tupa, SGOD Chief

Adhoc Members: OSCAR D. BILLATE JR., EPS SGOD
 Galina V. Panela, SEPS PRU
 CARREN MERYL A. CABADSAN, SEPS SMN
 MARITA P. SENOLOS, SEPS HRD
 ROBERT ANTHONY F. YGRUBAY, Designated SEPS SMME
 Atty. RHEA P. AGUADO, Designated Legal Officer
 Dr. ARLENE C. CATALAN, Medical Officer
 GRACE S. PAGUNSAN, AO V
 SUNSHINE MARJORIE E. VENTURES, Budget Officer

Committees, Members, and Terms of Reference (TORs)

Committee	Name of Members	TORs
Site Selection, Technical Survey, Mapping and Evaluation Committee	Chairperson: Engr. Jordan B. De Veyra Members: Engr. Lyrian Montances Galina V. Panela Drixel Idol R. Ortega	Identify and evaluate possible relocation sites; conduct technical surveys and mapping; prepare site evaluation reports
Environment and Safety Assessment Committee	Chairperson: Oscar D. Billate Jr. Members: Eric R. Doroja Jomar Abaigar Asther E. Bachar	Assess environmental conditions and safety risks; prepare hazard and environmental compliance reports
Program and Facilities Planning Committee	Chairperson: Anabelle O. Yangzon Members: Engr. Jordan B. De Veyra Joy B. Saldana Ma. Marlie M. Mendoza Dioleriano Y. Cacait Jr.	Design and propose facility layout and program requirements; ensure compliance with accessibility and SPED standards
Finance and Resource Mobilization Committee	Chairperson: Marita P. Senolos Members: Sunshine Marjorie E. Ventures Dr. Arlene C. Catalan Gennerson T. Nabual	Prepare cost estimates; mobilize resources



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Committee	Name of Members	TORs
Community and Stakeholder Consultation Committee	Chairperson: Carren Meryl A. Cabadsan Members: Dioleriano Y. Cacait Jr., Anabelle O. Yangzon Joy B. Saldana Galina V. Panela Grace S. Pagunsan	Conduct consultations with stakeholders; secure resolutions and endorsements
Document Review and Evaluation Committee	Chairperson: Dr. Avelina P. Tupa Members: Galina V. Panela Oscar D. Billate Jr. Robert Anthony F. Ygrubay	Review and validate all submitted documents for completeness and accuracy
Secretariat	Chairperson: Robert Anthony F. Ygrubay Members: Joana Lou V. Portura Marian T. Cabonegro Rosalia M. Rivera	Facilitate communication, documentation, and report consolidation
Legal and Documentation Committee	Chairperson: Atty. Rhea P. Aguado Members: Sharon D. Balza Galina V. Panela	Secure and process legal documents such as land titles, deeds, and other legal clearances



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Enclosure 2

TIMELINE OF ACTIVITIES ON THE PREPARATION OF PROPOSAL DOCUMENTS FOR THE PROPOSED RELOCATION AND DEVELOPMENT OF CALBAYOG CITY SPED CENTER

Date	Activity	Agenda	Persons Involved
Aug. 13	Meeting with TWG	Discussion of TOR and staffing; committee planning	Division TWG
Aug. 14	Submission of Timeline of Activities per Committee	Coordinate deliverables and deadlines	Division TWG
Aug. 15	Deliberation of Plans	Finalization of plans	Committee Chairs
Aug. 18-21	Execution of Plans per Committee	Onsite validation, document preparation	Division TWG
Aug. 22	Reporting of Extent of Accomplishment per Committee	Status updates and follow-up discussion	Committee Chairs
Aug. 26-27	Finalization of Proposal Documents	Consolidation of documents for submission	Committee Chairs, Secretariat
Aug. 28	Submission of Proposal to Office of the Congressman	Transmittal of complete proposal	Committee Chairs