



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG
P2, Hamorawon, Calbayog City, Western Samar

October 10, 2025

DIVISION MEMORANDUM

No. 501, s. 2025

CONDUCT OF A SPECIAL MEETING

TO: Assistant Schools Division
Superintendent
Chief Education Supervisors (CID & SGOD)
Public School District
Supervisors Unit/Section Heads
DepEd PAPs Focal Persons
Budget Officer and Division Accountant
BAC Members and Secretariat
All Others Concerned

1. To ensure the quality delivery of the Department of Education's (DepEd) programs, projects, and activities (PAPs), we will hold a special meeting on October 14, 2025, at 8:00 AM. The meeting will take place at the SDO Conference Hall and will focus on discussing updates as well as addressing any issues and concerns.
2. The agenda of the meeting are the following:
 - a. Status of SDO Calbayog Budget Utilization
 - a1. 2024 Fund Utilization of SUB-AROs Downloaded and Directly Released Funds per PAPs
 - a2. 2025 Fund Utilization of SUB-AROs Downloaded and Directly Released Funds per PAPs
 - a3. Status of Weekly BUR Report
 - b. Updates on SDO Procurement Activities
 - c. Guidelines on the Grant of the FY 2023 Performance-Based Bonus (PBB)
 - d. Other matters




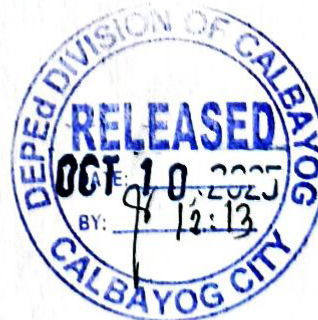
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2. Below are the following participants in the meeting:

Office	Participants
OSDS	OIC-ASDS Atty. Rhea Aguado
Budget and Finance Unit	Budget Officer Accountant Cashiers
Administrative Unit	AO V HRMO
CID	CID Chief EPS PSDS Program Focal Persons on various PAPs
SGOD	SGOD Chief EPS SGOD Functional Unit Heads Program Focal Persons on various PAPs
BAC	BAC Members BAC Secretariat

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

for: 
MARGARITO A. CADAYONA JR, PhD, CESO VI
Schools Division Superintendent
S.O. # 74 C. 2025



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