

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

November 5, 2025

DIVISION MEMORANDUM

DM-OSGOD-HNU No. 147s. 2025

**ADJUSTMENT OF THE SCHEDULE OF DELIVERY OF COMMODITIES FOR
THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM FOR SY
2025-2026**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. This office, through the SGOD – Health & Nutrition Section, informs the field that due to the effects of the typhoon and other weather conditions during the past days, the delivery trucks has been stranded affecting the delay in the logistics for the delivery of commodities for the implementation of the School-Based Feeding Program for SY 2025-2026. Thus, target schedule of delivery to the drop-off points is adjusted as follows:

DATE OF DELIVERY	DROP-OFF POINT
November 6/7, 2025 (Thursday/Friday)	Malaga Central Elem. School
	San Joaquin Central Elem. School
	Tinambacan Central Elem. School
	Tarabucan Central Elem. School
	Pilar Elementary School
	Oquendo Central Elem. School
November 8, 2025 (Saturday)	Trinidad Central Elem. School
	San Policarpo Central Elem. School
	Calbayog East Central Elem. School
November 10, 2025 (Monday)	Calbayog City SPED Center
	Calbayog Pilot Central School
	Carayman Elementary School

2. In this regard, we hereby request that the Division inspectorate team and all the consignee of the 12 drop-off points to be available on the above-mentioned dates of delivery.
3. The participation of this activity will be granted **service credits or CTO** to those who will report on Saturday, as stipulated under CSC Circular No. 09, s. 1988, stating that those who travel or render services on holidays, weekends, and summer breaks shall be entitled to avail service credits or CTO, equivalent to eight (8) hours per day, whichever is available.
4. This memorandum will serve as a **Travel Order** of all the concerned employees.
5. The traveling expenses of the participants shall be charged against their School SBFP Operational expenses, and Division SBFP PSF fund other available sources of fund subject to the usual accounting and auditing rules and regulations.
6. For immediate dissemination and strict compliance.



For: 
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent