



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

November 13, 2025

DIVISION MEMORANDUM

No. J70, s. 2025

**AUTHORITY TO RENDER SERVICE ON SATURDAY, NOVEMBER 15, 2025 –
ASSISTANCE IN THE RETRIEVAL OF ELLNA TESTING MATERIALS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors (English, Filipino and Mathematics)
Public Schools District Supervisors
All Public Elementary School Heads
All Others Concerned

1. In the exigency of service and in the interest of efficient conduct of testing operations, the following **Administrative Officers II** are hereby directed to render official service on **Saturday, November 15, 2025**, to assist in the **retrieval of testing materials** for the **Early Language, Literacy, and Numeracy Assessment (ELLNA)** at the **SGOD, Schools Division Office of Calbayog City**:

Name of Personnel	Designation	Office/Unit/District
Robert Anthony F. Ygrubay	MT II/ SMM & E Designate	SGOD
Asther E. Bachar	EPS II- SMM & E	SGOD
Allison Jhon S. Mancol	Administrative Officer II	Calbayog 1
Richelle Medrina	Administrative Officer II	Calbayog 1
Mary Jane T. Bulan	Administrative Officer II	Calbayog 2
Lanie Jane Clarido	Administrative Officer II	Calbayog 3
Anthony Ace C. Aniban	Administrative Officer II	Calbayog 4
Ellen P. Borbe	Administrative Officer II	Calbayog 4
Don Jey C. Bato	Administrative Officer II	Calbayog 5
Joricel Camarines	Administrative Officer II	Calbayog 5
Klauser Ramon A. Morcelos	Administrative Officer II	Calbayog 6
Jason Peñalosa	Administrative Officer II	Calbayog 6
Jonathan L. Capalis	Administrative Officer II	Oquendo 1
Prima Diane G. Edejer	Administrative Officer II	Oquendo 2
Brigitte Megan Descallar	Administrative Officer II	Oquendo 2



DEPARTMENT OF EDUCATION
REGION VIII
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Zybel Angela L. Ostulano	Administrative Officer II	Oquendo 3
Mark Joseph T. Demit	Administrative Officer II	Tinambacan 1
Rachel Thyla Logero	Administrative Officer II	Tinambacan 2
Karl Ramon Morcelos	Administrative Officer II	Tinambacan 3

2. The above personnel shall assist in the organized, safe, and accurate retrieval, recording, and inventory of ELLNA testing materials from schools and testing centers within the Division.
3. **A Compensatory Time Off (CTO)** shall be granted to those who will actually report and render service on the said date, subject to the usual accounting and auditing rules and regulations.
4. Immediate supervisors are directed to monitor attendance, validate task completion, and ensure submission of the post-activity report for proper documentation and crediting.
5. Immediate and wide dissemination of this Memorandum is desired.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent
S.O. # 85 s. 2015



Enclosure: None

To be indicated in the **Perpetual Index Under** the following subjects:

SGOD

SMME

ELLNA2025

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