



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

**Division Advisory No. 004, s. 2026**  
**January 21, 2026**

*In compliance with DepEd Order (DO) No. 8, s. 2013, and consistent with DO 28, s. 2001, this Division Advisory is issued for information only of the field and the concerned public, and not as an endorsement of the activity or any of its organizers*

**FREE THEORETICAL DRIVING COURSE (TDC) FOR TEACHING AND NON-TEACHING PERSONNEL**

1. The Schools Division of Calbayog City, in partnership with the **Land Transportation Office (LTO) – Calbayog District Office**, announces the conduct of a **Free Theoretical Driving Course (TDC)** for interested teaching and non-teaching personnel of the Division.
2. The TDC is a **mandatory requirement** for obtaining a Student Driver's Permit under existing LTO rules and regulations. This initiative aims to promote:
  - Road safety awareness
  - Responsible and defensive driving behavior
  - Compliance with traffic laws
  - Safer school and community environments
3. The activity will be held on **three (3) consecutive Saturdays: February 7, 14, and 21, 2026** (*Venue and specific schedule will be announced once finalized*).
4. The Theoretical Driving Course will cover the following topics:
  - Basic traffic rules and regulations
  - Road signs and pavement markings
  - Defensive driving principles
  - Driver's responsibilities and traffic violations
5. Participants who complete the course will receive an **LTO-issued TDC Certificate**, which may be used as a supporting document for securing a Student Permit at any LTO office.
6. Interested personnel are required to pre-register through this link, <https://bit.ly/SDOCalbTDC>
7. Schools Heads are encouraged to disseminate this advisory to all concerned personnel and support their participation in this beneficial initiative.
8. For inquiries, you may coordinate with the LTO Calbayog District Office or the Schools Division Office.
9. For information and guidance.



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



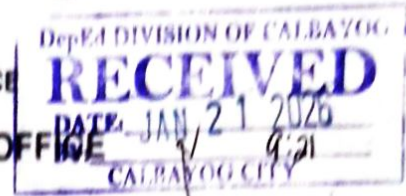
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Republic of the Philippines  
Department of Transportation  
**LAND TRANSPORTATION OFFICE**  
Regional Office No. VIII  
**CALBAYOG DISTRICT OFFICE**



January 15, 2026

**Margarito A. Cadayona Jr., PhD, CESO VI**  
Schools Division Superintendent  
Schools Division of Calbayog City

**SUBJECT:** Proposal to Conduct Free Theoretical Driving Course for Teaching and Non-Teaching Personnel

Dear Dr. Cadayona,

Maupay na Adlaw!

Respectfully, this is to propose the conduct of a Free Theoretical Driving Course (TDC) for all teaching and non-teaching personnel under the Schools Division of Calbayog City to be facilitated by the Land Transportation Office Calbayog District Office.

The proposed activity aims to provide participants with the required Theoretical Driving Course, which is the first mandatory step in obtaining a Student Permit, and to have a Driver's License, in compliance with existing LTO rules and regulations. This initiative is intended to promote road safety awareness, responsible driving behavior, and legal compliance among school personnel who are currently driving or planning to operate motor vehicles.

The program will cover the following topics:

- Basic traffic rules and regulations
- Road signs and pavement markings
- Defensive driving principles
- Driver's responsibilities and penalties for violations

Participants who complete the course will be issued a TDC Certificate, which may be used as a supporting document in applying for a Student Permit at any LTO office.

In view of this, we respectfully request your kind approval and support for the conduct of this activity, including the issuance of an advisory to concerned personnel and the provision of a suitable venue, should this proposal merit your consideration.

We are confident that this activity will greatly benefit the personnel of the Schools Division of Calbayog City and contribute to safer roads and more informed drivers in our community.

Thank you very much for your continued support and commitment to the welfare and professional development of your personnel.




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**CALBAYOG DISTRICT OFFICE**

Very truly yours,

  
**JELMAR A. BADION, RCrim.**  
SvTRO / District Chief  
LTO Calbayog District Office



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