



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

February 3, 2026

DIVISION MEMORANDUM

No. 064 S. 2026

**SCHEDULE OF THE DEPED TECHNICAL WORKING GROUP (TWG) FOR
THE FREE THEORETICAL DRIVING COURSE (TDC)**

TO : Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads
All others concerned

1. In line with the implementation of Division programs and activities, this Office hereby issues the schedule of engagements for the DepEd Technical Working Group (TWG). All concerned personnel are enjoined to attend and actively participate in the activities as scheduled below:

TWG SCHEDULE OF ACTIVITIES

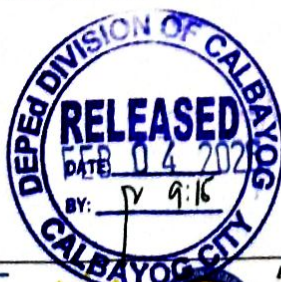
NAME	SCHEDULE
Carren Meryl A. Cabadsan	February 7, 14, & 21, 2026
Joanna Lou V. Portura	February 14 & 21, 2026
Aliza C. Borela-Roa	February 21, 2026
Katherine A. Capalis	February 21, 2026
Reggie C. Halabaso	February 7 & 21, 2026
Gary O. Ballon	February 7, 14, & 21, 2026
Drixel Idol R. Ortega	February 7, 14, & 21, 2026

2. The activity shall be conducted on three (3) consecutive Saturdays — **February 7, 14, and 21, 2026** — and shall be implemented by batch. **Batch 1** shall attend the sessions on **February 7 and 21, 2026**, while **Batch 2** shall attend on **February 14 and 21, 2026**. All sessions shall be held at the **DepEd Division Conference Hall** from **9:00 a.m. to 4:00 p.m.**

3. All TWG members who shall render services during the above-mentioned activities shall be entitled to **Compensatory Time Off (CTO)** equivalent to the actual time rendered, subject to existing policies, guidelines, and documentation requirements. Eight hours of accumulated services are equivalent to one-day CTO.

4. Please be informed that expenses for transportation and meals (morning snack, lunch, and afternoon snack) **shall not be covered by DepEd or LTO**. Participants are therefore encouraged to bring their own snacks and lunch.

5. Immediate dissemination of and compliance with this Memorandum are hereby enjoined.



For: *[Signature]*
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent
S.O. # *008 S. 2026*



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