



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

January 29, 2026

OFFICE MEMORANDUM

No. 09 S. 2026

SUBMISSION OF PERTINENT REPORTS FOR SGOD PERSONNEL

To: EPS-PAPs
SGOD Unit Heads
All Others Concerned

1. In consonance to the office preparation for regional validation of SDO's OPCRf, the following are expected to be complied:
 - A. Final submission of the 2025 IPCRF on January 30, 2026;
 - B. Submission of the MOVs will be on February 3, 2026 duly organized in a prescribed template, with cover and ring bound. The IPCRF shall be prepared in 4 hard copies;
 - Editable template
 - A4 Bond paper (single slide in every page)
 - C. Preparation of unit's documents which are directly needed for the regional validation shall be placed **in the filers** at the SGOD office;
 - D. Personnel specifically identified in the DM ___ are expected to perform the assigned tasks.

Note: The template is shared in the Drive with the link posted in the group chat: SGOD Personnel.

2. As agreed during the Staff conference, the M&E Plan of every unit is expected to be submitted every LAST WEEK of the month as an attachment to the travel authority for on-site validation of schools. The M& E accomplishment report shall be incorporated in the MAR and ORS.

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3. Utmost support and compliance is highly desired.

M. A. Cadayona Jr.
MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent
No. 007 S. 2026 Dated January 27, 2026

