



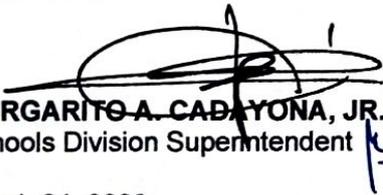
Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

Office of the Schools Division Superintendent

**OFFICE MEMORANDUM**

No. 019 s. 2026

TO: Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads  
Division Personnel  
All Others Concerned

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

DATE: March 24, 2026

SUBJECT: **PARKING REGULATIONS WITHIN THE DEPED SDO CALBAYOG CITY PREMISES**



1. To ensure order, safety, and efficient use of space within the DepEd SDO Calbayog City premises, all officials, personnel, and visitors are hereby informed of the proper parking guidelines to be strictly observed. These measures are established to promote discipline, prevent congestion, and maintain a secure and organized environment within the Division Office.
2. Designated parking areas with individual markings are assigned exclusively for DepEd Utility Vehicles. These markings are intended to clearly identify authorized vehicles and ensure proper allocation of space, thereby avoiding confusion and unauthorized use of parking slots.
3. All motorcycles must be parked at the back portion of the new SDO building and should enter through the 1st gate. This arrangement is set to regulate traffic flow within the premises and to ensure that motorcycles are parked in a safe and orderly manner without obstructing main access areas.
4. Private vehicles are allowed within the SDO premises only during official office hours. All privately owned vehicles must be removed from the premises immediately after office hours to allow proper monitoring of vehicles remaining within the compound and to reduce security risks.
5. Only DepEd Utility Vehicles are permitted to remain parked within the SDO premises beyond office hours, and strictly within their designated parking areas. This policy shall also apply during Saturdays, Sundays, and Holidays to ensure that only authorized government vehicles are secured within the premises at all times.
6. All concerned are hereby directed to strictly comply with these guidelines immediately. Non-compliance shall be dealt with accordingly to maintain order, safety, and proper management of the SDO Calbayog City premises.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.



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