



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

OFFICE MEMORANDUM

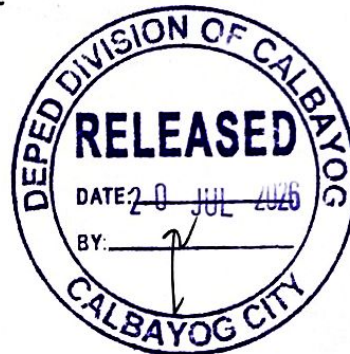
No. 04 S. 2026

TO: **OIC – Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors and DICs
SDO Section and Unit Heads, and
All Others Concerned**

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

DATE: **July 20, 2026**

SUBJECT: **REITERATION OF ITEM B.a.5) UNDER FIELD WORK SCHEDULE OF
DIVISION MEMORANDUM NO. 633, S. 2025**



1. Relative to the agreement during the 2026 2nd Quarter Division Program Implementation Review (DPIR) on field work schedule, this Office officially reiterates Item B.a.5) under the Field Work Schedule of **Division Memorandum 633, s. 2025**, which pertains to the proper execution, documentation, and reporting protocols for all official field work activities.

“... the field monitoring and evaluation by the SDO functional divisions, be it composite or by functional division, shall be conducted on Tuesdays through Thursdays ONLY, with Mondays and Fridays for planning and preparation as well as analysis of the monitoring results and preparation of reports, respectively.”

2. It has been observed that there are inconsistencies in the adherence to field work schedules and reporting. To ensure accountability, transparency, and the continuous provision of efficient technical assistance to our schools, all concerned personnel are strongly directed to comply with the following:
 - a. *Prior Approval:* All field work schedules must be approved by the authorized approving authority prior to the actual deployment.
 - b. *Strict Adherence:* Personnel are to follow the exact timelines, itineraries, and objectives specified in their approved travel authorities.
 - c. *Documentation and Outputs:* All field activities, observations, and technical assistance provided must be documented and submitted within the prescribed timeframe following the guidelines set in the DepEd SDO Calbayog City Performance Evaluation Management System.
3. Non-compliance with the reiterated provision may result in administrative liabilities and affect performance evaluations.
4. Immediate and wide dissemination of this Memorandum is strictly enjoined.