

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

August 28, 2026

DIVISION MEMORANDUM

No. 375-A, s. 2026

**TURNOVER CEREMONY OF LGU-MODIFIED CLASSROOMS AND
CLASSROOM BUILDING**

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

1. The Schools Division Office of Calbayog City, in partnership with the **City Government of Calbayog**, shall conduct the **Turnover Ceremony of LGU-Modified Classrooms** to formally recognize the completion and turnover of improved learning facilities to the identified recipient schools.
2. The activity aims to formally turn over the completed classroom facilities to the schools and acknowledge the support and commitment of the **Local Government Unit of Calbayog City** in providing safe, conducive, and improved learning environments for learners and teaching personnel.
3. The schedule of the Turnover Ceremony of the LGU-Modified Classrooms is as follows:

DISTRICT	SCHOOL	SCHOOL HEAD	SCHEDULE
Calbayog 6	Lonoy Integrated School	Rafael M. Mente	August 31, 2026 1:00 PM
Oquendo 3	Cabatuan National High School	Normel John A. Manuales	August 31, 2026 3:00 PM

4. In addition, the **Turnover Ceremony of the Classroom Building at Himalandrog Seven Hill Integrated School** shall be conducted on **September 5, 2026 (Saturday)**. The specific time and other activity details shall be communicated to the concerned personnel and stakeholders accordingly.
5. The personnel identified to attend the said activities are listed in **Annex A** of this Memorandum. All concerned personnel are hereby directed to attend and actively participate in the activity.
6. The concerned School Heads shall ensure the proper coordination and preparation of the school venue, including the participation of teachers, learners, and other stakeholders, as may be necessary for the successful conduct of the turnover ceremony.
7. All concerned personnel are expected to observe proper coordination, punctuality, and appropriate decorum throughout the activity.

8. DepEd personnel who render services **beyond regular working hours, including weekends and holidays**, in connection with the preparation and conduct of this activity may be granted **Compensatory Overtime Credit (COC)** and may subsequently avail themselves of **Compensatory Time Off (CTO)**, subject to the provisions of **CSC-DBM Joint Circular No. 2, s. 2004**, entitled *Non-Monetary Remuneration for Overtime Services Rendered*, and other existing DepEd policies, rules, and regulations.

7. For information, guidance, and strict compliance of all concerned.


JOEL A. ZARTIGA, PhD, CESO VI
SIOIC-Schools Division Superintendent 



ANNEX A

LIST OF PERSONNEL TO ATTEND THE TURNOVER CEREMONY

NO.	NAME OF PERSONNEL	DESIGNATION/OFFICE
1.	Dr. Joel A. Zartiga	OIC- Schools Division Superintendent
2.	Dr. Jun-Nilou D. Dulfo	OIC-Asst. Schools Division Superintendent
3.	Dr. Renato S. Cagomoc	CID Chief
4.	Dr. Avelina P. Tupa	SGOD Chief
5.	Atty. Rhea P. Aguado	Legal Officer
6.	Engr. Jordan De Veyra	DepEd Engineer
7.	Carren Meryl A. Cabadsan	SEPS-SMN
8.	Drixel Idol R. Ortega	ADAS III - ICT
9.	Teresa D. Villa	PSDS, Calbayog 6 District
10.	Dr. Geraldine P. Sumbise	PSDS, Oquendo 3 District
11.	Engr. Wilson A. Montes	Project Engineer
12.	Engr. Paul Anthony V. Abaigar	TA -IV