



Republic of the Philippines  
 Department of Education  
 REGION VI- Western Visayas  
 SCHOOLS DIVISION OF SAGAY CITY

FEB 03 2025

**DIVISION MEMORANDUM**

No. 079, s. 2025

**SCHEDULE OF THE CONDUCT OF PROJECT SCHOOL-BASED FREE CIVIL  
 REGISTRATION SERVICES PROGRAM FOR LEARNERS  
 (FIRST BATCH/FEBRUARY)**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors of CID and SGOD  
 Public Schools District Supervisors  
 Public Elementary School Heads  
 All Others Concerned

1. In line with the partnership between DepEd Sagay and the Office of the Local Civil Registry, known as the **Project School-Based Free Civil Registration Services Program for Learners**, the schedule for the distribution and conduct of this activity in various schools, which also highlights this year's 53rd Civil Registration Month, is attached herewith.
2. School Heads are advised to advocate that this is a **FREE PROGRAM** for the benefit of our learners and parents which emphasizes its primary objective to facilitate the birth registration of unregistered Kinder and Grade 1 learners. This initiative aims to create a more inclusive educational environment, support RA 3753, boost overall civil registration rates, and adhere to DepEd Order 003 s. 2018.
3. Further, school heads of the schools concerned shall attend a short briefing on this matter on **Monday, February 10, 2025, at SDO Conference Hall at 1:00 pm.**
4. It is understood that in the conduct of this activity, there shall be no discrimination based on age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
5. Immediate dissemination and compliance of this memorandum is desired.

  
**DANNIE CLARK M, UGUIL, CESE**  
 Assistant Schools Division Superintendent  
 OIC-Schools Division Superintendent



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(Enclosure No. 1 to Division Memorandum No. 079, s. 2025)

Name of School	Schedule of Distribution	Proposed Time
1. General Luna ES	<b>February 13, 2025,</b>	8:00-10:00 AM
2. Ma. Lopez ES		10:00-12:00 noon
3. Jose B. Puey ES		1:00 PM -onwards
4. Raynor D. Mesa ES	<b>February 14, 2025</b>	8:00 -10:00 AM
5. Ricardo L. Gamboa ES		10:00 -12:00 noon
6. Sir Arthur Cooper ES		1:00 PM -onwards
7. Lopez Jaena ES	<b>February 19, 2025</b>	8:00 -10:00 AM
8. Alfredo E. Marañon ES		10:00 -12:00 noon
9. Bato Central ES		1:00 PM -3:00 PM
10. Briones Salcedo ES		3:00-5:00 PM
11. Talusan ES	<b>February 20, 2025</b>	8:00 -10:00 AM
12. Bulanon ES		10:00 -12:00 noon
13. Molocaboc ES	<b>February 21, 2025</b>	8:00 -10:00 AM
14. Matabas ES		10:00 -12:00 noon
15. Gil Lopez ES	<b>February 25, 2025</b>	8:00 -10:00 AM
16. Fabrica ES		10:00 -12:00 noon
17. Josebio L. Gonzaga Memorial School		1:00 PM -3:00 PM
18. Josebio L. Gonzaga Memorial School -Main		3:00-5:00 PM
19. Old Sagay ES	<b>February 26, 2025</b>	8:00 -10:00 AM
20. Pedro Katalbas II ES		10-12 noon
21. Buenaventura V. Rodriguez ES		1:00 PM -onwards