



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

February 24, 2025

OFFICE MEMORANDUM

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned
This Division

FROM : **DANNIE CLARK M. UGUIL, CESE**
 OIC - Schools Division Superintendent

SUBJECT : **MONTHLY SUBMISSION OF DIVISION CALENDAR OF ACTIVITIES**

Date : **February 24, 2025**

1. Relative to Regional Memorandum No. 164, s. 2025, dated February 24, 2025, on the **Submission of the Monthly Calendar of Activities**, all SDO Sections and Units are required to submit or update their respective monthly calendars using the designated link within the prescribed deadlines.

SDO Sagay City FY Calendar of Activities & Monthly Calendar of Activities	SDO Sagay City Google Calendar
	
https://bit.ly/SDOSagayFYCalendar	https://bit.ly/SDOSagayCalendar

2. The reporting template is accessible through the link provided. The Planning Office is responsible for consolidating and transmitting the monthly report to the Regional Office. Meanwhile, the Information and Technology Officer's Office, along with the OSDS, CID, and SGOD staff, shall ensure that the final schedule, as approved by the Schools Division Superintendent, is encoded in the SDO Calendar of Activities. This calendar will be published on the SDO website and synchronized with all SDO officers.

3. The following are deadlines of submission of the monthly calendar of activities:

Months	Deadline of Submission/Updating
March 2025	<i>February 25, 2025</i>
April 2025	<i>March 24, 2025</i>
May 2025	<i>April 21, 2025</i>
June 2025	<i>May 19, 2025</i>
July 2025	<i>June 23, 2025</i>
August 2025	<i>July 21, 2025</i>
September 2025	<i>August 18, 2025</i>
October 2025	<i>September 22, 2025</i>
November 2025	<i>October 20, 2025</i>
December 2025	<i>November 17, 2025</i>



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4. Schedules may be subject to change due to unforeseen circumstances or adjustments based on the prioritization of higher offices' activities. In such cases, subsequent Memoranda will be issued accordingly.
5. For any clarifications or inquiries, please contact the Office of the Assistant Schools Division Superintendent using at 09999955391.
6. Immediate dissemination and compliance of this Memorandum is earnestly desired.

DANNIE CLARK M. UGUIL, CESE
OIC – Schools Division Superintendent



Enclosure :
Reference :
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:



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