



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	February 25, 2025
April 2025	March 24, 2025
May 2025	April 21, 2025
June 2025	May 19, 2025
July 2025	June 23, 2025
August 2025	July 21, 2025
September 2025	August 18, 2025
October 2025	September 22, 2025
November 2025	October 20, 2025
December 2025	November 17, 2025



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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: