



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

MAR 26 2025

DIVISION MEMORANDUM

No. 230, s. 2025

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

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

1. Relative to 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 (Clustered Batch)**, the resumption for the distribution of SECPA schedule in various schools is attached herewith.
2. School Heads are advised to **remind the parents to go to the clustered area for the SECPA distribution with valid ID for legal identification purposes.**
3. 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.
4. Expenses incurred of the participants for travel or any other operations shall be charged against School MOOE subject to the usual government accounting and auditing rules and regulations.
5. Immediate dissemination and compliance of this Memorandum is desired.

DANNIE CLARK M, UGUIL

OIC-Schools Division Superintendent



Enclosure : Guidelines, Mechanics and Committees
 Reference : None
 Allotment : None
 No. of Pages : 2

To be indicate in the **Perpetual Index** under the following subjects:

Partnership Activities Batang Sagaynon Kampeon Program Free Civil Service Registration

FN: /Junmarl Alconga/ SocMob /SGOD



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(Enclosure No. 1 to Division Memorandum No. 230, s. 2025)

Updated Schedule for the Conduct of Free Civil Registration for Learners

Nos. of Recipients	Clustered Area	Name of School	Schedule of Distribution	Proposed Time
241	Fabrica Covered Court	Gil Lopez ES Josebio Gonzaga ES Josebio Gonzaga Extension Hautea ES	April 3, 2025	(Whole Day)
104	Maquiling Covered Court	Maquiling ES	April 4, 2025	Morning
142	Vito Covered Court	Vito ES Tuong ES	April 4, 2025	Afternoon
135	Baviera Covered Court	Baviera Elementary School Pacol ES Laon ES	April 7, 2025	(Whole Day)
35 38	In Schools	Colonia Divina IS Sherman Hill IS	April 8, 2025	Morning
61 39		General Luna ES Cesar Gamboa ES	April 8, 2025	Afternoon
50	In School	Himogaan Baybay IS	April 9, 2025	Morning
101	Molocaboc ES	Matabas ES Molocaboc ES	April 10, 2025	(Whole Day)
86	Malubon Covered Court	Valeriana ES Uychiat ES Cpo. Himogaan ES	April 11, 2025	(Whole Day)
13 28	In Schools	Raymundo Tupas Raymundo Tupas Ext.	April 14, 2025	Morning
32 31		PR II ES Onofre Dela Paz ES		Afternoon
25	In School	Romeo V. Agustin ES / Hamticon ES	April 15, 2025	(Whole Day)