



Republic of the Philippines  
Department of Education  
Negros Island Region  
SCHOOLS DIVISION OF SAGAY CITY

JUN 25 2025

**DIVISION MEMORANDUM**

No. 377, s. 2025

**SYMPOSIUM ON THE IMPORTANCE OF CIVIL REGISTRATION PROGRAM**

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

1. Relative to the letter dated June 19, 2025, from the City of Sagay thru the City Civil Registrar Office, will hold a symposium on the ***“Importance of Civil Registration Program with Partners and Stakeholders in Civil Registration and Other Related Activities Towards Effective Advocacy on CRP”*** on **July 4, 2025**, from **8:00 AM to 5:00 PM** at **SUNN Hotel, Sagay City**.
2. The target participants are designated School Registrars or School Records Officer and Public Schools District Supervisors. Snacks and Lunch will be provided to all participants.
3. In this regard, all School Heads are respectfully requested to complete the required information through the following link: <https://tinyurl.com/SDOSagay-SchoolRegistrar2025>. The submitted details will serve as the basis for the preparation of the Certificates of Recognition and Appearance to be issued to the participants.
4. Please see attached letter for more details.
5. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**  
OIC – Schools Division Superintendent



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

Republic of the Philippines  
Province of Negros Occidental  
City of Sagay  
OFFICE OF THE CITY CIVIL REGISTRAR



June 17, 2024

**MR. DANNIE CLARK M. UGUIL, CESE**  
OIC-Schools Division Superintendent  
Department of Education  
Sagay City

Dear Sir,

The Sagay City Civil Registry Office is pleased to collaborate with DepEd-Sagay to conduct a symposium on The Importance of Civil Registration Program with Partners and Stakeholders in Civil Registration and Other Related Activities Towards Effective Advocacy on CRP on July 4, 2025 at 8:00 AM – 5:00 PM at SUNN Hotel.

The above-mentioned training aims to enhance knowledge on civil registration laws and regulations, improve accuracy in student records and streamline enrollment processes for birth and other civil registration documents. We believe that this training will benefit school registrars and authorities to have efficient school operations.

In view thereof, we would like to request DepEd's support and collaboration in organizing this symposium.

Target Participants:

1. School Registrars and/or Administrators
2. Public School District Supervisors
3. Other authorities involved in students' permanent record


We would be grateful for your approval of this request.

Thank you and God bless.

Respectfully yours,

  
**ENGR. VIVENCIO M. FLORES, MPA**  
City Civil Registrar

Noted:

  
**NARCISO L. JAVELOSA, JR.**  
City Mayor