



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

JUL 31 2025

**DIVISION MEMORANDUM**

No. 455, s. 2025

**TRANSACTIONS IN THE DIVISION OFFICE ON AUGUST 1, 2025**

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

1. In reference to Division Memorandum No. 449, s. 2025, concerning the Professional Development Program titled "Living FAITH at Work: Workplace Spirituality" on August 1, 2025, it is hereby advised that only the offices of DRRM, Accounting, Records, Cash, and Budget will operate with a skeletal workforce to accommodate official business; all other offices shall have no transactions during the said period.
2. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
3. For information and guidance.

**DANNIE CLARK M, UGUIL**

Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Enclosure : As stated  
 Reference : None  
 Allotment : N/A  
 No. of Pages: \_\_\_\_\_

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

**FAITH BUSINESS TRANSACTION**

FN: Junmarl Alconga/HRD/SGOD