



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

JAN 13 2026

**DIVISION MEMORANDUM**

No. 028, s. 2026

**CONTINUATION OF PROJECT SCHOOL-BASED CIVIL REGISTRATION  
 ASSISTANCE PROGRAM FOR LEARNERS YEAR 2**

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

1. The Schools Division of Sagay City announces the continuation of **Project School-Based Civil Registration Assistance Program for Learners Year 2**, from **January 16 to February 18, 2026**. Attached to this Memorandum is the schedule of distribution for your reference and guidance.
2. Expenses incurred in this activity shall be charged to the MOOE and other local funds subject to the usual accounting and auditing rules and regulations.
3. It is understood that in the conduct of this activity there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
4. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**

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



Enclosure : N/A  
 Reference : as stated  
 Allotment : N/A  
 No. of Pages :

To be indicated in the **Perpetual Index** under the following subjects:  
**SGOD SOCIAL MOBILIZATION & NETWORKING**

FN: JJM/SGOD





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

Enclosure No. 1 to Division Memorandum No. 028s. 2026

**SCHEDULE OF DISTRIBUTION**

| SCHOOL                          | DATE              | TIME                |
|---------------------------------|-------------------|---------------------|
| Himogaan Baybay IS (Elem)       | January 16, 2026  | 9:30 AM – 12:00 AM  |
| Fabrica Elem. School            |                   | 1:00 PM – 2:30 PM   |
| Josebio L. Gonzaga Elem. School |                   | 3:00 PM – 5:00 PM   |
| Valeriana Elem. School          | February 4, 2026  | 8:00 AM – 9:30 AM   |
| Campo Himogaan Elem. School     |                   | 10:00 AM – 11:30 AM |
| Raynor D. Mesa Elem. School     |                   | 1:00 PM – 2:00PM    |
| Cesar Gamboa Elem. School       |                   | 2:30 PM – 4:00 PM   |
| Laon Elementary School          | February 5, 2026  | 9:00 AM – 12:00 NN  |
| Josebio Gonzaga ES Extension    | February 6, 2026  | 8:30 AM – 10:00 AM  |
| Ricardo Gamboa Elem. School     |                   | 10:30 AM – 12:00 NN |
| Manara Elementary School        | February 12, 2026 | 9:00 AM – 1:00 PM   |
| Talusan Elem. School            | February 13, 2026 | 8:30 AM – 10:00 AM  |
| Jose B. Puey Elem. School       |                   | 1:30 PM – 4:00 PM   |
| Sir Arthur Cooper Elem. School  |                   | 9:30 AM – 12:00 NN  |
| Eusebio Lopez Memorial IS       | February 18, 2026 | 1:30 PM – 4:00 PM   |