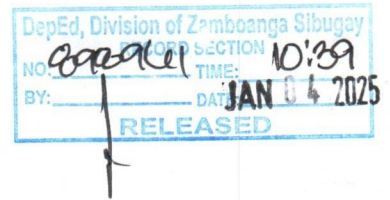




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



03 Jan 2025

OFFICE MEMORANDUM

No. 001, s. 2025

SUBMISSION OF SCHEDULED ACTIVITIES FOR CALENDAR INCLUSION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Others Concerned
This Division

1. To ensure efficient planning and avoid scheduling conflicts, all scheduled activities must be routed through the Human Resource Development (HRD) Office for review and inclusion in the official calendar.
2. This process will help maintain alignment across all initiatives and optimize our timelines. Please submit your annual calendar of activities to the HRD through email at hrd.zambosibugay@deped.gov.ph. For any additional activities, kindly provide by personally informing the schedule at least one month prior to its implementation.
3. For any inquiries or clarifications, you are encouraged to visit the HRD Office in person for prompt assistance.
4. For immediate and widest dissemination.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

Encl: As stated
Reference: None
To be included in the perpetual index under the subject:
HRD CALENDAR OF ACTIVITIES

ZS-OM-SGOD-HRD-2025-01-209-0
AMG-202501 03



Pangi, Ipil, Zamboanga Sibugay, 7001
(062) 333-5492
zamboanga.sibugay@deped.gov.ph
depedzamboangasibugay.ph
facebook.com/sdozsibugay (DepEd Tayo Zamboanga Sibugay Division)