

Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



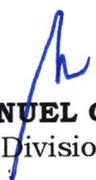
DIVISION MEMORANDUM

No. 02-049, s. 2026

To: Asst. Schools Division Superintendent
CID Chief and Personnel
SGOD Chief and Personnel
Elementary School Principals / Head Teachers / School In-Charge
Secondary School Principals / Head Teachers / School In-Charge
This Division

ADDENDUM TO DIVISION MEMORANDUM NO. 01-029, s. 2026 RE: EARLY
REGISTRATION FOR SCHOOL YEAR 2026-2027

1. This is to inform the field of the additional provision on the Division Memorandum No. 01-029 s. 2026 titled "Early Registration for School Year 2026-2027.
2. Division and school personnel involved in the conduct of the activity during weekends will be given Service Credit for teachers and Compensatory Time-Off (CTO) for non-teaching personnel. However, the Biometric-generated Daily Time Record shall be attached as basis for the release of Division Special Order.
3. Computation in the granting of service credits and CTO to eligible personnel shall be based on the existing policies of the department and Civil Service Commission.
4. Strict compliance with and immediate dissemination of this Memorandum is hereby directed.


MANUEL O. CABERTE
Schools Division Superintendent

Reference: DO No. 3, s. 2018 and DO No. 017, s. 2025

Encl/s: Monitoring Tool

To be indicated in **Perpetual Index** under the following subjects
EARLY REGISTRATION ENROLLMENT POLICY

SGOD/ibc
02/11/2026



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