



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

09 January 2026

**DIVISION MEMORANDUM**

No 048 s. 2026

**DIVISION WORKSHOP ON THE FINALIZATION OF GABAY-ALALAY  
PROFESSIONAL DEVELOPMENT DESIGN AND SUPPORTING DOCUMENTS**

**To:** **AROLINE T. BORJA** - Education Program Supervisor, SGOD  
**CECILLE S. ALVEA** - School Principal I, Comagaycay ES  
**EDDIE T. CADAG** - School Principal I, Pacogon ES  
**NELVIN D. VILLAMARTIN** - Teacher III, Rizal ES (Viga East)  
**AHDEL D. IDANAN** - Nurse II, SGOD  
**AHTHONY B. AGUIRRE** - Nurse II, SGOD  
**ROSA AUREA T. VARGAS** - Nurse II, SGOD  
**MA. ELIZA M. ICARANOM** - Secretariat

1. In connection with the application for the Continuing Professional Development (CPD) Program of Professional Development Designs innovated by the Schools Division Office and Schools, this Office hereby informs the Gabay-Alalay Team (writers and secretariat) to report to the Schools Division Office on **January 29-31, 2026**, to continue the finalization of the professional development designs and other supporting documents that were initiated in November 2025.
2. Participants in this finalization workshop are expected to bring their laptops and other reference materials necessary for the conduct of the activity.
3. Considering that **January 31, 2026** falls on a Saturday, participants shall be granted **one (1) day service credit or compensatory time-off**, in accordance with existing rules and regulations issued by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM).
4. Travel and other incidental expenses shall be charged against the **MOOE/local funds**, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum is issued for the information, guidance, and compliance of all concerned.

**MA. JEANY T. ABAYON**

Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent