



Republic of the Philippines
 Department of Education
 Caraga Region
 SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM

No. 410, s. 2025

To: The District Supervisor
 All School Heads
 Cagwait District

Date: September 25, 2025

LETTER OF EXPLANATION ON THE CONDUCT OF FAMILY DAY CELEBRATION WITHOUT AN APPROVED LETTER REQUEST AND TRAVEL AUTHORITY

It has come to the attention of this Office that all schools in Cagwait District conducted their Family Day Celebration on September 24, 2025, without an approved letter request and the required travel authority from the Office of the Schools Division Superintendent.

In adherence to DepEd protocols and existing guidelines on school-initiated activities, particularly those conducted outside school premises or beyond regular schedules, all concerned school heads are hereby directed to submit a written explanation on the matter on or before September 30, 2025.

Failure to comply with this directive shall be dealt with accordingly, in accordance with applicable Civil Service Commission (CSC) and DepEd rules and regulations.

For strict and immediate compliance.

LORENZO O. MACASCOL, Ph.D., CESO V
 Schools Division Superintendent

Encl.: None

Reference: None
 To be indicated in the Perpetual Index
 under the following subjects
 OSDS/dag
 09/26/2025



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