



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM
No. 109, s. 2025


To: Curriculum and Implementation Division
Schools Governance and Operations Division
School Heads/Administrators
All Others Concerned

From: **MARGARITO A. CADAYONA, JR., PhD., CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **Local Civil Registrar (LCR) of Calbayog City Information Drive and Education Campaign on the Importance of Civil Registration**

Date: **February 12, 2025**

1. Attached is a communication from the Local Civil Registrar of the Local Government of Calbayog City through Leonor T. Aquino regarding their intent to conduct an information drive and education campaign to raise awareness on the importance of civil registration and its vital role in nation-building in selected public and private high schools in the Schools Division of Calbayog City.
2. All concerned School Heads are hereby informed that the said request is approved. However, the instituted measures to increase engaged time-on-task shall be strictly adhered to.
3. Utmost discretion should be employed on deciding on the schedule of the activity to ensure that no class will be disrupted.
4. Immediate dissemination and compliance is desired


MARGARITO A. CADAYONA, JR., PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
CO # 009 s. 2025





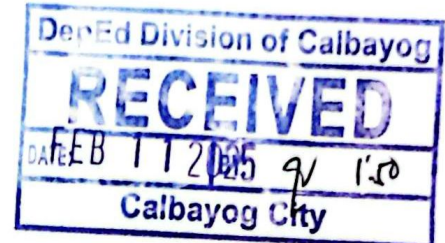
LOCAL CIVIL REGISTRY OFFICE

Local Government of Calbayog
JD Avelino St., Calbayog City
lcrocalbayog@gmail.com | 0917-314-4399



February 06, 2025

DR. MARGARITO A. CADAYONA JR. PhD, CESO VI
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent



Dear Dr. Cadayona,

Greetings of peace and goodwill!

In line with the celebration of the **35th Civil Registration Month** this entire February, which is anchored on the theme, "*Building a Resilient, Agile, and Future-fit Civil Registration and Vital Statistics System*," the Office of the Local Civil Registrar (LCR) of Calbayog City is undertaking an information drive and education campaign to raise awareness on the importance of civil registration and its vital role in nation-building.

To maximize the reach and impact of this campaign, we humbly seek your permission to conduct a half-day program (*C-RESCUE: Civil Registration Education for Schools, Communities, and Urban Establishments*) in various schools within the Division of Calbayog. The program aims to:

1. Educate students, parents, and teachers about the processes and benefits of civil registration.
2. Highlight the importance of accurate and timely registration of vital events (births, marriages, deaths, etc.).
3. Provide opportunities to address common registration concerns and queries.

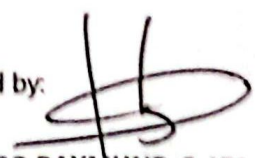
Please see our attached proposal for the schedule of schools and the coverage of topics that will be discussed during the program. We'd be more than happy to work with your office and discuss further details to align our campaign with your office's plans and priorities.

We look forward to your favorable response. Should you have any questions, please feel free to contact us using the LCR Hotline numbers: **0917-314-4399**, or **0917-790-0162**.

Yours sincerely,


LEONOR Y. AQUINO
City Civil Registrar

Noted by:


MAYOR RAYMUND C. UY
City Mayor

C-RESCUE
Civil Registration Education for
Schools, Communities
and Urban Establishments

Emcee: _____

PART – I – Prayer

PART – II – Welcome Address – School Representative

PART – III – Setting of Expectations / Introduction

PART – IV – COLB – Birth Registration

PART – V – COM – Marriage Registration

PART – VI – COD – Death Registration

PART – VII – R.A. 9255

is a law that allows illegitimate children to use their father's surname if their father acknowledges paternity.

– **R.A. 9858**

An act providing for the legitimation of children born to parents below marrying age

PART – VIII – Legal Instruments

PART – IX – R.A. 9048

Clerical Error Law

– **R.A. 9858**

Permanent validity of Civil Registry documents.

PART – V – Summary / Forum

LCRO C-RESCUE

Civil Registration Education for Schools, Communities, and Urban Establishments

PROPOSED SCHEDULE OF SCHOOLS TO BE VISITED:

FEBRUARY 17 (PM)	-	CALBAYOG CITY NATIONAL HIGH SCHOOL
FEBRUARY 18 (AM)	-	CHRIST THE KING COLLEGE, SENIOR HIGH DEPARTMENT
FEBRUARY 18 (PM)	-	LA MILAGROSA ACADEMY
FEBRUARY 19 (AM)	-	SAN POLICARPO NATIONAL HIGH SCHOOL
FEBRUARY 19 (PM)	-	TRINIDAD NATIONAL HIGH SCHOOL
FEBRUARY 20 (AM)	-	RAFAEL LENTEJAS MEMORIAL SCHOOL OF FISHERIES
FEBRUARY 20 (PM)	-	SAN JOAQUIN NATIONAL HIGH SCHOOL
FEBRUARY 21 (AM)	-	OQUENDO NATIONAL HIGH SCHOOL
FEBRUARY 21 (PM)	-	TARABUCAN NATIONAL HIGH SCHOOL

C-RESCUE DISCUSSION TOPICS

CIVIL REGISTRATION 101

- **COLB** – Discussion on the registration of BIRTHS
- **COM** – Discussion on the registration of MARRIAGES
- **COD** – Discussion on the registration of DEATHS
- **RA 9255/9858** – Discussion on the process of LEGITIMATION
- **LEGAL INSTRUMENTS** – Discussion of the Legal Instruments used in Civil Registration
- **RA 9048** – Discussion on the process of CORRECTION OF CLERICAL ERRORS
- **RA 11909** – Permanent Validity of Certificates of Live Birth, Death, and Marriage