



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

MEMORANDUM

72226357

TO : Assistant Schools Division Superintendent
Section Chiefs and Unit Heads
All Division Personnel
All Others Concerned

FROM : **NYMPHA D. GUENO**
Schools Division Superintendent

SUBJECT : **CONDUCT OF A PICTORIAL FOR DIVISION OFFICE PERSONNEL
FOR THE UPDATING OF THE ORGANIZATIONAL CHART,
IDENTIFICATION CARDS (IDs), AND OTHER OFFICIAL GRAPHICAL
MATERIALS**

DATE : July 21, 2026

Relative to the above subject, here are the necessary steps and procedures to facilitate this process effectively.

1. The pictorial will be on July 23, 27, & 28, 2026 from 9:00 AM to 4:00 PM. The employee who are required for the said pictorial are listed below.

Office	Date
OSDS, OASDS, Legal, IT, Cash, Records, Budget, Procurement	July 23, 2026
Personnel, Accounting, Health, Planning, Supply, DRRMO, Payroll	July 27, 2026
SGOD & CID	July 28, 2026

2. The attire will be the Monday Uniform for both men & women. The medical staff will wear their white scrubs as their uniform and the Job Orders may wear white polo shirts. This is to ensure a consistent and professional appearance across all DepEd materials.
3. The pictorial will take place at the SDO Lobby, which will be equipped with all necessary photography facilities. Everyone is expected to adhere to the provided schedule.

4. Each employee will be provided with a unique identifier during the pictorial to ensure accurate cataloging and retrieval of images. The following are the required data:
 - a. Digital Signature of Employees
 - b. Birthdate
 - c. Emergency Contact Person's Name
 - d. Emergency Contact Person's Contact Number
 - e. Emergency Contact Person's Address
 - f. Full Name of the Employee
 - g. Employee Number
5. The full cooperation of all employees ensures the success of this endeavor.
6. For information and guidance.