



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – CITY OF TAGBILARAN

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM

No. 188 , s. 2026



March 4, 2026

**AN INVITATION TO A SPECIAL SATURDAY PASSPORT SERVICES OF THE
CONSULAR OFFICE TAGBILARAN IN OBSERVANCE OF THE
WOMEN'S MONTH CELEBRATION 2026**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Education Program Specialists
All Public Elementary and Secondary School Principals
All Public School Teachers
All Others Concerned

1. In observance of **Women's Month**, the Department of Foreign Affairs – Consular Office Tagbilaran will conduct a **Special Saturday Passport Service** on **March 14, 2026 (Saturday), from 9:00 AM to 4:00 PM**. This special activity will accommodate **one hundred (100) women walk-in passport applicant** and their companions.
2. All personnel in the Division and in the schools are hereby informed of this activity for proper dissemination and guidance, particularly to those who may wish to avail themselves of the said service.
3. For detailed procedures, requirements, and other important information, please refer to the attached guidelines issued by the Consular Office of Tagbilaran.
4. Wide dissemination of this Memorandum is desired.

For the SDS:
WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent


MAURINE C. CASTAÑO
Chief, SGOD
Officer In-Charge 

WDB/JAAL/MCC/lem



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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



CONSULAR OFFICE – TAGBILARAN

Unit 04, 5th Floor, Alturas Mall, B. Inting Street, Tagbilaran City, Bohol
Tel No: (038) 500 1505/ (038) 427 0425; Email: tagbilaran.co@dfa.gov.ph,
tagbilaran.coclientsconcerns@gmail.com

LTR-TAB-009-2026

03 March 2026

WILFREDA D. BONGALOS, PhD, CESO V
Schools Division Superintendent
Department of Education – Tagbilaran City Division
Dampas District, Tagbilaran City, Bohol

Dear **Dr. Bongalos**,

Greetings!

In celebration of the **2026 National Women’s Month**, with the sub-theme *“Lead like the Babaylans, Filipinas,”* and in observance of **International Women’s Day**, the Department of Foreign Affairs – Consular Office in Tagbilaran (DFA CO Tagbilaran) will open its office for special passport operations on **14 March 2026 (Saturday)**. This initiative aims to provide women of all ages the opportunity to process their passport applications on a weekend.

Anchored on this year’s theme, *“Serbisyo para sa Kababaihan: Weekend Consular Services for Women and Dependents in Celebration of International Women’s Day and National Women’s Month 2026,”* DFA CO Tagbilaran will accommodate up to **100 women applicants and their companions**, subject to the following guidelines:

1. Female applicants, regardless of age, may avail of passport services by registering through the QR code provided below.
2. Female applicants are allowed to bring: One (1) immediate family member (spouse, adult child, or adult sibling only) with proof of relationship; OR One (1) traveling companion with proof of joint travel (e.g., flight booking or hotel reservation). All minor children accompanying a female applicant will be accommodated.
3. Regular Courtesy Lane applicants — senior citizens, persons with disabilities (PWDs), solo parents, and overseas Filipino workers (OFWs) — will also be accommodated.
4. Application Fees: Cash payment only
Expedited Passport Fee: Php 1200.00
Courier (optional): Php 150.00
5. Individuals eligible to use the Courtesy Lane must present a duly accomplished Passport Application Form (one form per applicant), which may be downloaded here: <https://consular.dfa.gov.ph/wp-content/uploads/2025/02/PASSPORT-DIV-APP-FORM.pdf>
6. Only pre-registered applicants will be accommodated on the scheduled date.
7. No passport releasing will be conducted on the said date.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



8. Walk-in or pre-registered applicants with incomplete requirements will be given until 31 March 2026 (Tuesday) to comply and return to CO Tagbilaran to continue processing.
9. For guidance on the passport requirements, kindly visit the link below to see the list of passport requirements (Present one (1) original and one (1) copy).
<https://consular.dfa.gov.ph/services/passport/requirements>
10. Unless stated above, existing rules and guidelines for the use of courtesy lanes, and passport processing will be followed.

NOTE: Transgender, transsexual, and individuals who identify as female will be accommodated.

Applicants are strongly advised not to book travel tickets until their passport has been released.

In view of the anticipated turnout, we respectfully seek the support of the Provincial Government of Bohol in disseminating this information to your constituents, particularly female civil servants and employees across various departments who may have difficulty securing appointments during regular workdays.

We believe that dedicating this Saturday schedule not only honors the spirit of National Women's Month but also responds to the practical needs of the Boholana workforce.

For further inquiries, your office may coordinate with **Ms. Shena Mary P. Añasco** at 0919-069-6517.

We look forward to your continued support in making this initiative a meaningful and successful service for the women of Bohol.

Sincerely,


MIAN BERNADETTE T. CIRUJALES
Acting Head of Consular Office

Enclosure/s: 1. *Saturday Operation Guidelines*

CO TAGBILARAN 2026 NATIONAL WOMENS MONTH CELEBRATION

The DFA Consular Tagbilaran is pleased to announce that, in celebration of National Women's Month, it will conduct a special **Saturday** passport service on **14 March 2026, from 9:00 a.m. to 4:00 p.m.**

To better serve the public, the Consular Office will accommodate up to 100 walk-in applicants for during special schedule.

We encourage everyone to take advantage of this weekend service at the Consular Office located at Unit 04, 5th Floor, Alturas Mall, B. Inting Street, Tagbilaran City, Bohol.

Following are the guidelines:

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Pre-Registration



Passport Application Form (as of Dec 2024)



Passport requirements



Consular Office Tagbilaran

Email: tagbilaran.coclientsconcerns@gmail.com

Phone: Globe (038) 500-1505

PLDT (038) 427-0425



BAGONG PILIPINAS