



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

**Office of the Schools Division
Superintendent**

September 7, 2026

DIVISION MEMORANDUM

No. 722 , s. 2026

SPECIAL SATURDAY PASSPORT OPERATIONS

To: Assistant Schools Division Superintendent
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office is pleased to announce that the Department of Foreign Affairs (DFA) Consular Office of Tagbilaran will conduct a **Special Saturday Passport Operation** on **September 19, 2026 (Saturday), from 9:00 a.m. to 4:00 p.m.**, exclusively for government employees and their eligible immediate family members.
2. DFA CO Tagbilaran shall accommodate up to 150 applicants on the said date. For details, please see attached DFA communication for your reference.
3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

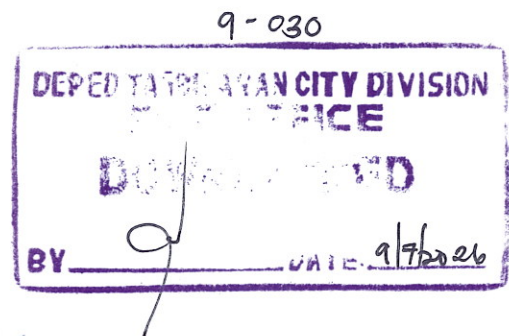
WDB/JAAL/ADMIN/atm

LTR-TAB-072-2026 Opening of Saturday Passport Operations on 19 September 2026 for Civil Service Month 2026

From Tagbilaran City, Bohol Consular Office <tagbilaran.co@dfa.gov.ph>
Date Thu 9/3/2026 9:52 AM
To TAGBILARANCITY DIVISION <tagbilarancity.division@deped.gov.ph>

1 attachment (575 KB)

LTR-TAB-072-2026- DepEd City Division.pdf;



You don't often get email from tagbilaran.co@dfa.gov.ph. [Learn why this is important](#)

Re: DFA CO Tagbilaran's Civil Service Month 2026 Celebration – Special Passport Operations on 19 September 2026

Greetings from the Department of Foreign Affairs – Consular Office Tagbilaran!

In connection with the DFA Consular Office Tagbilaran's celebration of Civil Service Month 2026, please find attached the invitation regarding the Special Passport Operations scheduled on 19 September 2026, for your information and appropriate action.

Kindly acknowledge receipt of this email and the attached invitation at your earliest convenience.

Thank you.

Respectfully yours,
DFA Consular Office Tagbilaran

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<https://docs.google.com/forms/d/e/1FAIpQLSenxZn0Rx3mgpOdQGYe8Bjwx3sIWsdC3kXfstm4vOPmZtsQHg/viewform>

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DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



DFA 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

TAB-030926/ajpy
LTR-TAB-072-2026

URGENT

3 September 2026

WILFREDA D. BONGALOS, PhD, CESO V

Schools Division Superintendent
Department of Education - Tagbilaran City Division

**Subject: DFA CO Tagbilaran's Civil Service Month 2026 Celebration –
Special Passport Operations on 19 September 2026**

Dear **Dr. Bongalos**,

Greetings from the Department of Foreign Affairs - Consular Office Tagbilaran

Consular Office Tagbilaran (DFA CO Tagbilaran) is pleased to announce that it will conduct a **Special Saturday Passport Operation on 19 September 2026 (Saturday), from 9:00 a.m. to 4:00 p.m.**, exclusively for government employees and their eligible immediate family members.

This initiative is in recognition of the invaluable contributions, dedication, and commitment of civil servants in delivering meaningful public service. It also seeks to provide government employees with a convenient opportunity to apply for or renew their passports on a weekend, allowing them to avail themselves of consular services without having to take time away from their regular duties.

DFA CO Tagbilaran shall accommodate up to 150 applicants on the said date. All government employees, whether permanent, contractual, or job order, who have pre-registered through the designated registration link shall be accommodated as walk-in applicants. Only the spouse and minor children of the registered applicant shall likewise be accommodated, provided that they are included in the pre-registration.

All passport applications processed during the special operation shall be subject to the expedited processing fee of Php 1,200.00. Applicants whose applications are disapproved or who have incomplete requirements shall be given until 19 October 2026 (Monday), or thirty (30) calendar days, to comply and return to their original site of application to continue processing.

DoubleDragon Tower, DD Meridian Avenue cor. EDSA Extension
Pasay City, Metro Manila, 1302 Philippines

Passports processed during the special operation shall be released only during regular weekdays, in accordance with the normal operating hours of the application site.

The detailed guidelines, passport requirements, pre-registration information, and other relevant instructions are provided in the attached Special Saturday Passport Operation Guidelines for the information and guidance of concerned applicants.

In view of the anticipated turnout, we respectfully seek the support of your office in disseminating this information to your constituents, particularly government employees across various departments, agencies, and local government units, who may have difficulty securing passport appointments during regular workdays.

We believe that this special Saturday operation is a meaningful way of recognizing the dedication and service of our civil servants while providing a convenient avenue for government employees and their eligible immediate family members to avail themselves of passport services.

For further inquiries, your office may coordinate with **Ms. Ellen S. Cesar** at **0917-319-1277**.

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

Sincerely,



MIAN BERNADETTE T. CIRUJALES
Acting Head of Consular Office

Enclosure/s: 1. *Saturday Operation Guidelines*

DFA CO Tagbilaran Opens Consular Passport Service to Civil Servants and their Immediate Family on 19 September 2026

CO Tagbilaran is pleased to inform the public that, in celebration of Civil Service Month, CO Tagbilaran will be open on **19 September 2026**, Saturday, for passport service from **9:00 a.m. to 4:00 p.m.**

CO Tagbilaran shall accommodate up to **150 walk-in applicants** on the said date.

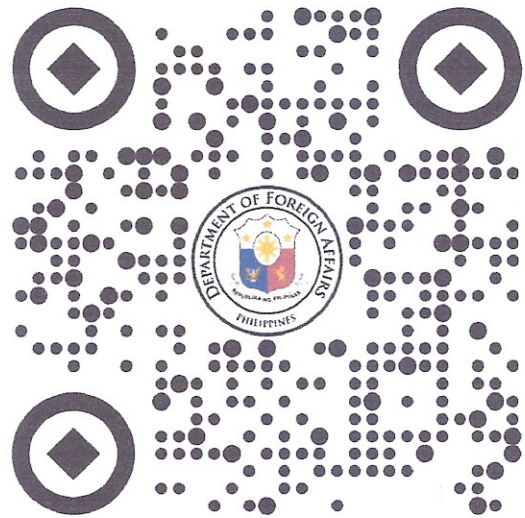
The following guidelines will apply:

1. **Eligible Applicants:** All government employees—whether permanent, contractual, or job order—who have pre-registered through a link to be provided by CO Tagbilaran shall be accommodated as walk-in applicants.
2. **Immediate Family Members:** Only the **spouse** and **minor children** of the registered applicant shall be accommodated, provided they are included in the pre registration.
3. **Compliance Period for Disapproved Applicants:** Applicants whose applications are disapproved on this special date shall be given until **19 October 2026** (30 calendar days) to comply and return to their original site of application.
4. **Processing Fee:** All passport applications shall be subject to the **expedited processing fee of Php 1,200.**
5. **Passport Release:** Passports shall be released only during **regular weekdays**, in accordance with the normal operating hours of the application site. Please access the following links and QR codes for:

Please access the following links and QR codes for:

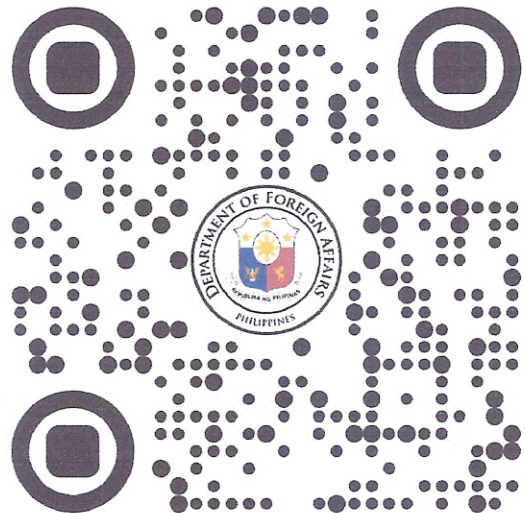
- Pre Registration

<https://q.me-qr.com/7h8737ye>



- Passport Application Form (as of Dec 2024)

<https://consular.dfa.gov.ph/wp-content/uploads/2025/02/PASSPORT-DIV-APP-FORM.pdf>



- Passport Requirements

<https://consular.dfa.gov.ph/passport-requirements-page/>

