



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

Office of the Schools Division
Superintendent

September 30, 2026

DIVISION MEMORANDUM
No. 823 s. 2026

DISTRIBUTION OF PHYSICAL EDUCATION (PE) UPPER UNIFORMS TO KINDER GARTEN ELEMENTARY AND NON-GRADED STUDENTS OF TAGBILARAN CITY

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Elementary School Principals
Teachers and All Others Concerned

1. The Schools Division Office of Tagbilaran City, in coordination with the **Tagbilaran City Youth Development Office of the City Government of Tagbilaran** , shall facilitate the distribution of **Physical Education (PE) upper uniforms to all Kindergarten and elementary learners** in all public elementary schools of the Division.
2. This initiative, made possible through the support of the City Government of Tagbilaran, aims to provide learners with appropriate PE attire that will promote **comfort, active participation, and school spirit** during Physical Education classes and related school activities.
3. The distribution shall be conducted from **3:00 PM to 5:00 PM** on the dates indicated below:

Name of School	Date
1. Manga Elementary School	October 1, 2026
2. Ubujan Elementary School	October 5, 2026
3. Taloto Elementary School	October 7, 2026
4. Booy Elementary School	October 8, 2026
5. Booy South Elementary	October 9, 2026
6. San Isidro Elementary School	October 12, 2026
7. Dao Elementary School	October 13, 2026
8. Tiptip Elementary School	October 14, 2026
9. Tagbilaran City Central Elementary School	October 15, 2026
10. Tagbilaran City Central Elementary School – SPED	October 16, 2026
11. Cogon Elementary School	October 19, 2026
12. Eastern Cogon Elementary School	October 20, 2026



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@depd.gov.ph

13.Mansasa Elementary School		October 22, 2026
14.Bool Elementary School		October 23, 2026
15.Dampas Elementary School		October 29, 2026
16.City East Elementary School		October 30, 2026

4. To ensure an orderly, accurate, and properly documented distribution, all School Heads are directed to:
- a. **Prepare and submit the complete list of learner recipients** using the prescribed template, indicating the learner's name, grade and section, PE upper uniform size, and signature;

Name of Learner (<i>Family Name, Given Name, Middle Name Initial</i>)	Grade and Section	T-shirt Size	Signature
Male:			
Female:			

- b. **Ensure the accuracy of the learners' names, grade/section, and uniform sizes** prior to the scheduled distribution;
- c. **Facilitate the orderly distribution and accounting of the PE upper uniforms** in coordination with the concerned personnel;
- d. Ensure that the **receipt and acknowledgment of the distributed uniforms are properly documented**; and
- e. Report any discrepancy, shortage, or other concern encountered during the distribution to the Schools Division Office for appropriate action.
5. School Heads and teachers are likewise advised to **provide appropriate seatwork or adopt modular learning arrangements, as may be necessary**, during the conduct of the distribution activity to minimize disruption of regular learning activities.
6. The cooperation and support of all concerned are requested to ensure the **smooth, orderly, and timely distribution of the PE upper uniforms to the intended learners**.
7. Immediate dissemination of this Memorandum and strict compliance with the provisions herein are desired.



WILFREDA D. BONGALOS PhD, CESO V

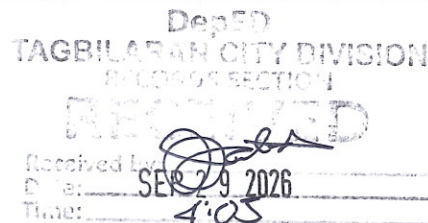
Schools Division Superintendent



TAGBILARAN CITY YOUTH DEVELOPMENT OFFICE

September 29, 2026

WILFREDA D. BONGALOS PhD
Schools Division Superintendent
Tagbilaran City, Bohol



SUBJECT: DISTRIBUTION OF PHYSICAL EDUCATION (P.E.) UPPER UNIFORMS TO KINDERGARTEN, ELEMENTARY AND NON-GRADED STUDENTS OF TAGBILARAN CITY

Dear Dr. Bongalos,

Warmest Greetings!

The City Government of Tagbilaran will conduct a uniform distribution program aimed at supporting the educational needs of young Tagbilaranons across public kindergarten and elementary schools. Anchored on the executive agenda of our City Mayor, Hon. Jane Censoria Caces-Yap, this initiative seeks to ensure that every student has access to basic school necessities to support a positive learning environment.

In this regard, we respectfully **request your authorization and permission to conduct the distribution** across the scheduled dates and locations below:.

Date	Time	Barangay/School
October 01, 2026	Morning (9:00 A.M onwards)	Manga Elementary School
October 05, 2026	Morning (9:00 A.M onwards)	Ubujaan Elementary School
October 07, 2026	Morning (9:00 A.M onwards)	Taloto Elementary School
October 08, 2026	Morning (9:00 A.M onwards)	Booy Elementary School
October 09, 2026	Morning (9:00 A.M onwards)	Booy South Elementary School
October 12, 2026	Morning (9:00 A.M onwards)	San Isidro Elementary School
October 13, 2026	Morning (9:00 A.M onwards)	Dao Elementary School
October 14, 2026	Morning (9:00 A.M onwards)	Tiptip Elementary School
October 15, 2026	Morning (9:00 A.M onwards)	City Central Elementary School
October 16, 2026	Morning (9:00 A.M onwards)	City Central School - SPED
October 19, 2026	Morning (9:00 A.M onwards)	Cogon Elementary School
October 20, 2026	Morning (9:00 A.M onwards)	Eastern Cogon Elementary School
October 22, 2026	Morning (9:00 A.M onwards)	Mansasa Elementary School
October 23, 2026	Morning (9:00 A.M onwards)	Bool Elementary School
October 29, 2026	Morning (9:00 A.M onwards)	Dampas Elementary School
October 30, 2026	Morning (9:00 A.M onwards)	City East Elementary School

To ensure seamless coordination, we also ask for your favorable endorsement or advisory to the school heads and principals of the aforementioned institutions regarding our scheduled visits.



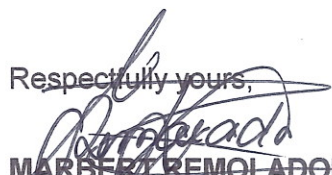
TAGBILARAN CITY YOUTH DEVELOPMENT OFFICE

Please note that **distribution times may vary depending on student population size**. To avoid disrupting ongoing classes and learning activities, we will closely coordinate with school administrators to implement an efficient, non-intrusive distribution process.

For confirmation and/or clarification, feel free to contact, Marbert D. Remolador, LPT – City Youth Development Officer at 09271951404 or Mary Niña Sulague at 09123744685. We are also available through email at tcydo6300@gmail.com

Thank you very much for your steadfast partnership and dedication to the youth of Tagbilaran City. We look forward to your favorable response.

Respectfully yours,


MARBERT REMOLADOR, LPT
City Youth Development Officer (CYDO)