



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**SGOD-2025-** 789

To : ASDS  
Division Chiefs  
All Non-Teaching Personnel

Subject : **ATTENDANCE IN THE COASTAL CLEAN UP DRIVE FOR  
THE NATIONAL ENVIRONMENTAL AWARENESS MONTH**

Date : November 27, 2025

Herewith is the invitation letter from the Office of the City Greening Program dated October 29, 2025 re: **Coastal Clean-up Drive on November 29, 2025 from 5:30am onwards at Sunrise Boulevard Dawis Wharf, Brgy. Dawis, Digos City.**

Pursuant to RA #9512 declaring the month of November as National Environmental Awareness Month, the City Government upholds this call and reinvents the concept of environmental awareness into a consistent, dynamic, and socially engaging community act binding Digoseños on a mission to visibly reduce the impact of human activities on watersheds and life forms thriving in their natural habitats.

In relation, this Office hereby enjoins all Non Teaching Personnel in the Schools Division of Digos City, to participate in the above-mentioned coastal clean-up activity. Further, participants are also advised to wear the Matatag white t-shirt and bring garbage bags or empty sacks, extra t-shirt, hand gloves and refillable water tumbler.

Compensatory Overtime Credit (CTO) of 1 day shall be granted for the services rendered beyond regular hours and/or those rendered on Saturdays, Sundays, and Holidays, or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered" and DepEd Order Number 53 series 2003 "Updated guidelines on Grant of Vacation Service Credits to Teachers", attendance/participation in DepEd activities which are short-term duration if such are held during summer vacation or during weekends.

For information and guidance.

For and in the absence of the  
Schools Division Superintendent:

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
2-71280

DATE: NOV 27 2025 TIME: 4:52pm

BY: [Signature]

**IDA I. JUEZAN, EdD**

Public Schools District Supervisor  
Officer-In-Charge



**Address:** Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

**Telephone Nos.:** (082) 553-8375; (082) 553-8396



Republic of the Philippines  
Province of Davao del Sur  
City of Digos



## OFFICE OF THE CITY MAYOR OFFICE OF THE CITY GREENING PROGRAM

October 29, 2025

**MELANIE P. ESPACIO**

Digos City Schools Division Superintendent  
DepEd  
Digos City

Dear Sir/Madame:

Greetings of Ecological Solidarity!

Pursuant to RA #9512 declaring the month of November as **National Environmental Awareness Month**, the City Government upholds this call and reinvents the concept of environmental awareness into a consistent, dynamic and socially engaging community act binding Digoseños on a mission to visibly reduce the impact of human activities on watersheds and life forms thriving in their natural habitats.

Hence, we invite all volunteer groups/ individuals sharing this noble aspiration to join us for a **Coastal Clean Up Drive on November 29, 2025 5:30 am (Registration) @ Sunrise Boulevard Dawis Wharf, Brgy. Dawis, Digos City.**

It is truly our honor to be your partner and ally in achieving a healthier, more favorable conditions for our fishes and coastal areas, as we proactively address various aspects of Climate Change. We continually press forward trusting that our collective action and passion for the environment shall reap for us the reward that we hoped for the coming generation.

For details and more information, you may contact us thru mobile number #09270264185/#09093576973. Please be advised to bring garbage bags or empty sacks, extra t-shirt, hand gloves and refillable water tumbler.

Thank you for your consistent cooperation.

Yours in public service,

  
**HON. JOSEF E. CAGAS**  
City Mayor