



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

August 17, 2026

DIVISION MEMORANDUM

No. _____, s. 2026

**PARTICIPATION IN THE CELEBRATION OF THE 126TH PHILIPPINE CIVIL SERVICE
ANNIVERSARY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
School Heads
Teachers and Non-Teaching Personnel
Others Concerned

1. In line with the celebration of the 126th Philippine Civil Service Anniversary (PCSA) this September 2026, with the theme: Samasamang Hakbang, Serbisyo Para sa Bayan." This office is invited to participate in the Fun Run activity scheduled on September 13, 2026 (Sunday) at Barangay Bantug, Umingan, Pangasinan.
2. The participants for the said Fun Run are the following:
 - 39 (Elementary and Secondary) School Heads
 - School Department Heads
 - Public Schools District Supervisors
 - Education Program Supervisors
 - Interested Division Office Personnel
3. The participants shall accomplish a registration form thru this link: **Lingkod Bayani Run 2026 portal. They must register and pay the corresponding non-refundable registration fee on or before August 20, 2026.**
4. Attached to this memorandum is the letter of invitation on the said program together with the **step by step process for the Lingkod Bayani Run 2026 Registration and User instructions.** A registration fee of Php 350.00 for 3km wellness run shall be collected from the participants



Address: Burgos St., Poblacion Oeste, Dagupan City
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5. Considering that this is an official activity which falls on a Sunday, a Compensatory Time Off/Service Credits shall be granted to participating non-teaching/teaching personnel, respectively.
6. Immediate dissemination and compliance with this memorandum is desired.

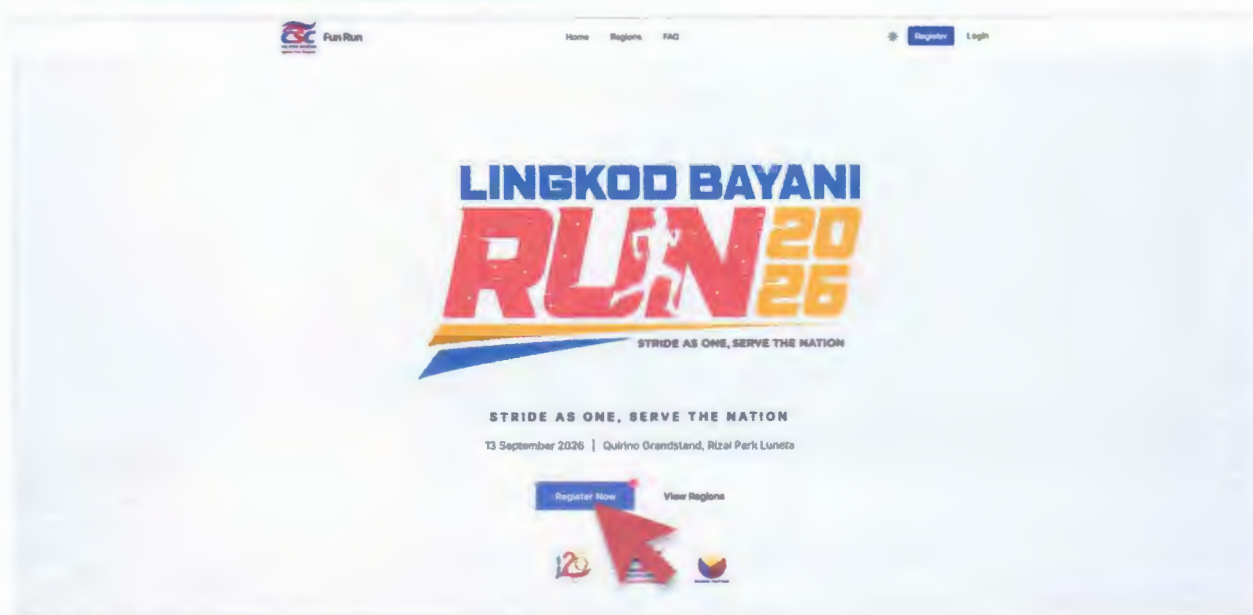

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Lingkod Bayani Run 2026 Registration and User Instructions

Steps for Participants:

1. Open the [Lingkod Bayani Run 2026 portal](#).



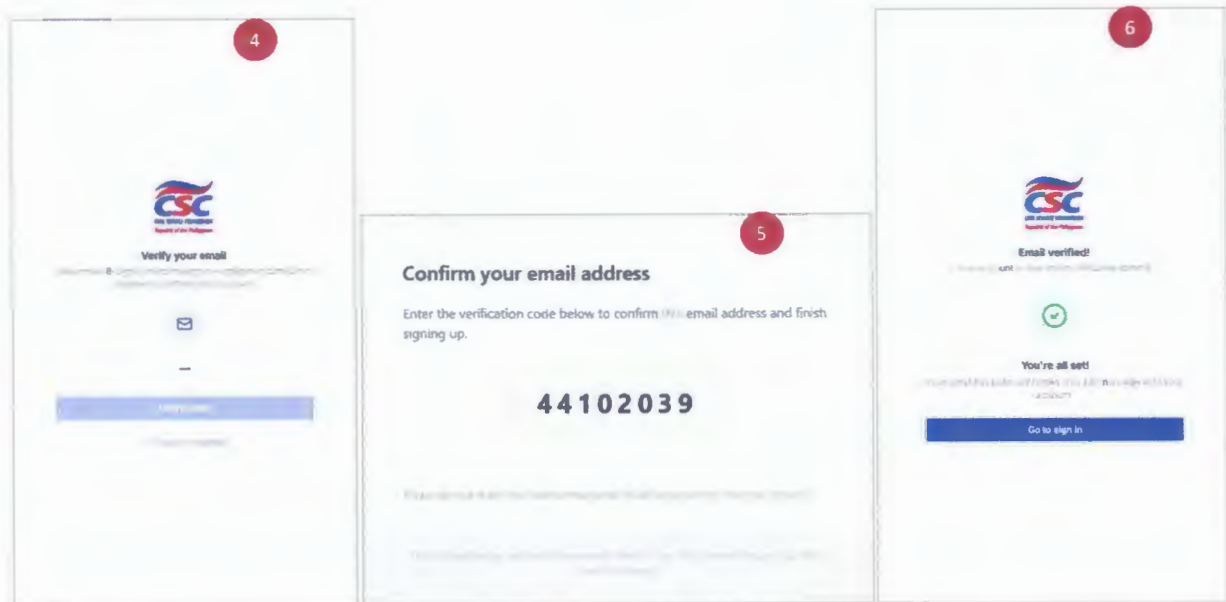
2. User Account Registration

1. Personal Information: The first step shows the 'Create an account' page with the 'Personal' tab selected. Fields include First Name (Michael), Last Name (Gecozo), Middle Name (B), Birth Date (03/30/1985), and Phone Number (0950676157). A 'Continue' button is at the bottom.

2. Address Information: The second step shows the 'Create an account' page with the 'Address' tab selected. Fields include Region (Region XII - Caraga), Province (Agusan Del Sur), City / Municipality (San Francisco), Barangay (Barangay 3 (Pob.)), and Street / Purok / Unit (Purok 3, Westside, Purok). A 'Continue' button is at the bottom.

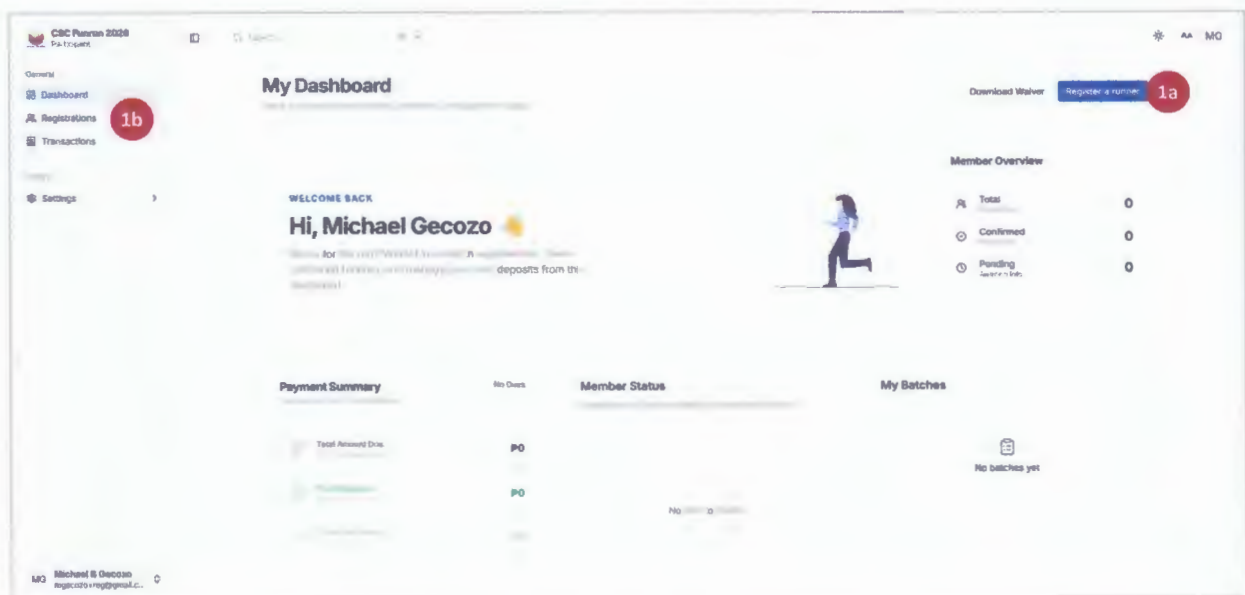
3. Account Information: The third step shows the 'Create an account' page with the 'Account' tab selected. Fields include Email (mgecozo+reg@gmail.com), Password (*****), and Confirm Password (*****). A 'Create account' button is at the bottom.

1. Fill out your basic personal information.
2. Provide your complete address.
3. Create your account by entering an active email address and a secure password.

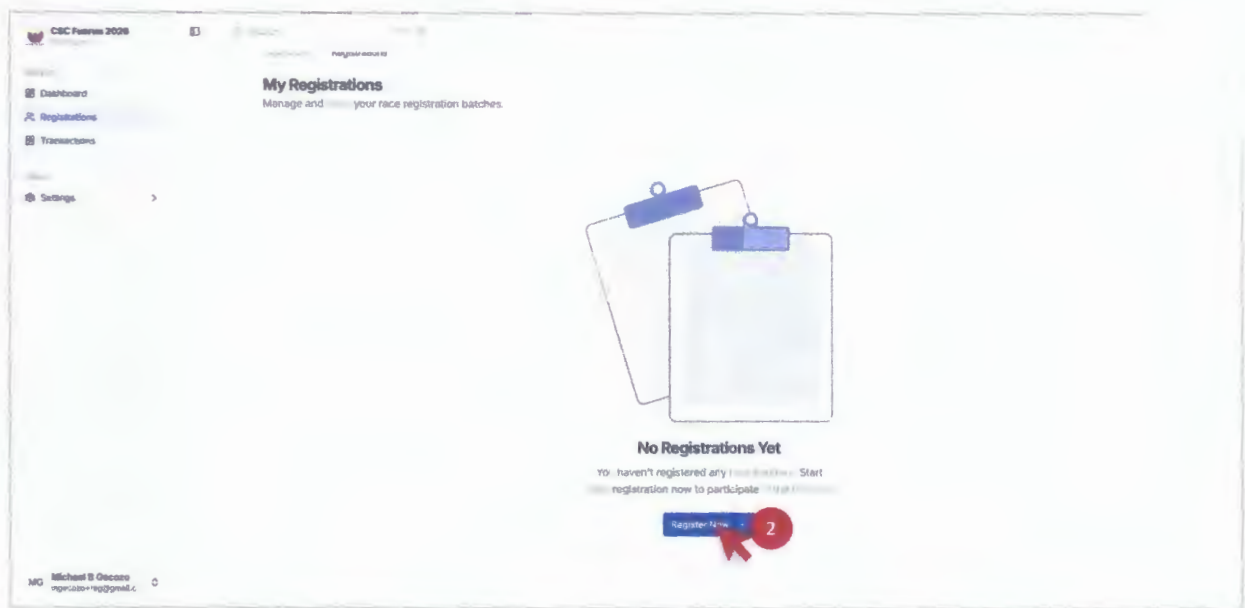


4. A verification code will be sent to your registered email address.
5. To verify your account, copy and paste the verification code into the designated field.
6. Once your account is verified, you can sign in to the CSC Fun Run admin portal.

3. Registration of Runners:



1. There are several ways to register a runner. You can choose Option 1a or Option 1b.



2. The registration page will display. Click the **Register Now** button.

The screenshot shows the registration process. On the left, a panel titled 'How would you like to register?' offers two options: 'Individual Registration' (3a) and 'Organization / Group Registration' (3b). On the right, the 'Organization Details' form is displayed. It includes fields for 'Organization Name' (filled with 'LOU San Francisco') and 'Organization Type' (filled with 'Local Government Unit'). A 'Continue to Members' button is highlighted with a red circle and arrow labeled '4'.

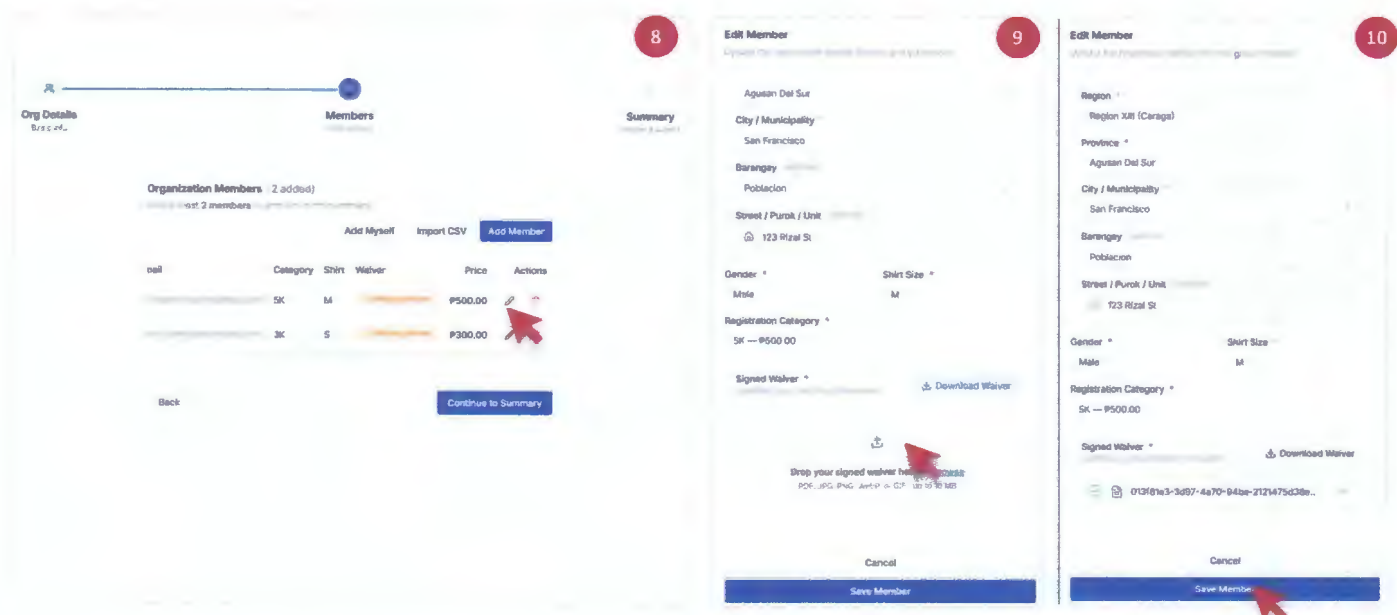
3. Select your registration type:

- **Individual Registration**
- **Organization/Group Registration**

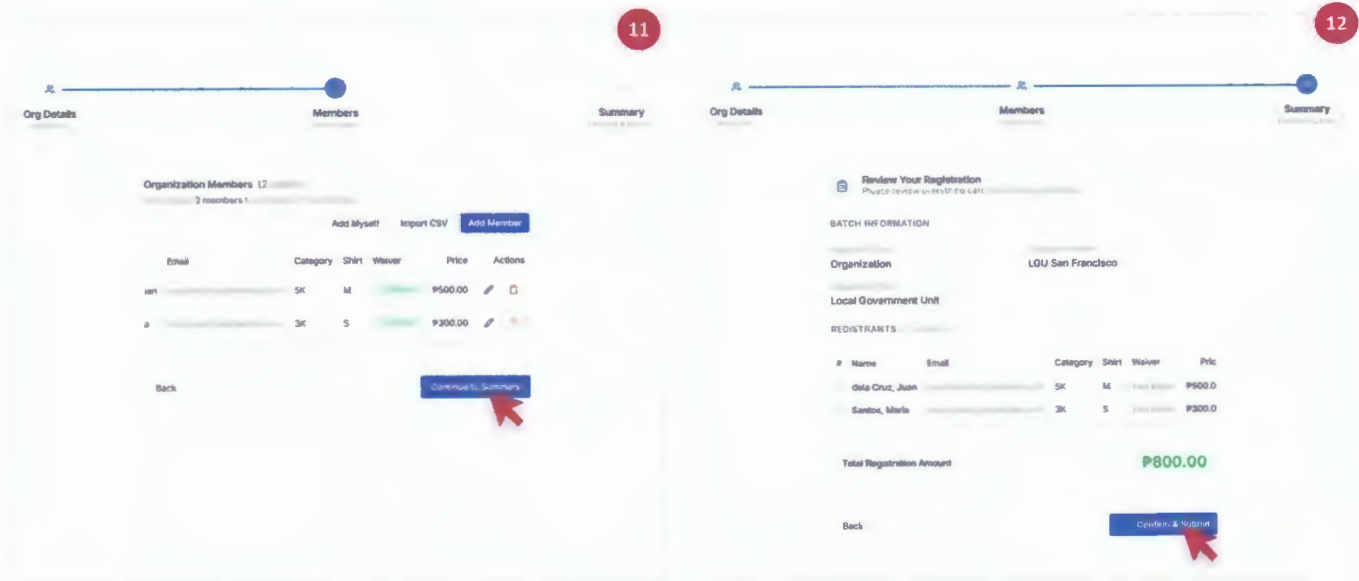
4. If you choose **Organization/Group Registration**, provide the **Organization Name** and **Type of Organization**.



5. You can add members by:
 - Adding yourself manually
 - Importing from a CSV file
 - Adding members individually
6. If you choose to import from a CSV file, download the provided template.
7. Once you have filled out the template, upload the file and confirm the member(s).



8. To proceed, upload an individual waiver for each runner.
9. You may download the waiver template provided.
10. Upload the image file of the signed waiver.



11. Once all waivers have been uploaded, click the **Continue to Summary** button.
12. After reviewing the registration details of all runners, click **Confirm and Submit** to finalize.

4. Manual Payment Submission:



1. To submit a deposit, click the **Submit Deposit** button.

CSC Payroll 2026

Dashboard
Registrations
Transactions
Settings

CSC Field Office-Surigao del Norte
CSC Field Office-Aguasan del Sur
CSC Field Office-Surigao del Sur

Deposit Details

Reference / Transaction No. 000001 Deposit Date 07/20/2026

Amount 800

Proof of Deposit *

Back to Batch

Continue to Review

CSC Payroll 2026

Dashboard
Registrations
Transactions
Settings

DEPOSIT DATE 2026-07-20

BANK ACCOUNT LandBank - Butuan, Morille Blvd., Butuan City

Back to Form

Submit Deposit

2. Enter the Deposit Information:

- Select the appropriate Field Office.
- Provide the required deposit details.
- Upload the image of the Proof of Deposit, then click **Continue to Review**.

3. After reviewing the information, click **Submit Deposit** to finalize.



CSC FIELD OFFICE - EASTERN PANGASINAN

August 11, 2026

MS. ROWENA C. BANZON, CESO V
Schools Division Superintendent
Department of Education - Schools Division Office, Dagupan City
Burgos St., Poblacion Oeste, Dagupan City, Pangasinan

Dear Supt. Banzon::

Warmest greetings from the Civil Service Commission!

The Philippine Civil Service (PCS) will be celebrating its 126th Anniversary in September 2026. To kick-off our PCS Anniversary celebration, the Civil Service Commission will conduct a nationwide simultaneous "Fun Run" with DSWD Permit Number DSWD-SB-PSP-NS-2026-000005, which aims to promote health, wellness, and camaraderie among participants from the bureaucracy. It also intends to raise funds for the Pondong Pamanang Lingkod Bayani (PLBi) Program.

The PLBi recognizes public servants who died in the line of duty or while in the performance or the pursuit of their functions, duties and responsibilities. They shall be honored through a posthumous ceremony and conferred with an award/citation in the form of plaque, one-time financial assistance to their family worth P100,000.00, and scholarship grants for three (3) of their immediate family members (baccalaureate, masteral or doctoral degree).

In Eastern Pangasinan, the Fun Run will be held on **September 13, 2026 (Sunday)** at **Barangay Bantug, Umingan, Pangasinan.**

In this regard, we cordially invite you and your personnel (permanent, temporary, contractual, casual, contract of service, and job order) to join the said activity. **Assembly shall start at 4:00 a.m.**

A registration fee of **Php 350.00 for 3km Wellness Run** and **Php 600.00 for 5km Unity Run** shall be collected for this purpose with **limited slots** available. Interested participants must register and pay the corresponding non-refundable registration fee at the CSC FO–Eastern Pangasinan on or before **20 August 2026**.

Other matters pertaining to the Fun Run, including implementation details and related arrangements, remain subject to the approval of the National Steering Committee and shall be communicated through a separate advisory.

For inquiries, you may contact the CSC FO-Eastern Pangasinan, through telephone number (075) 523-8338 or email address ro01.fo_urdaneta@csc.gov.ph

Very truly yours,


CORNELIA M. RILLERA
Acting Director IV