




Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**  
Calbayog City

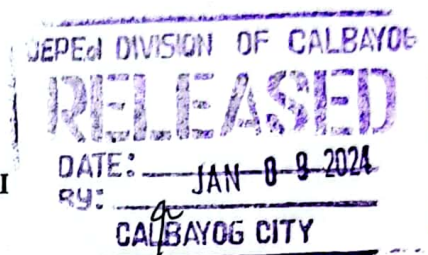
**DIVISION MEMORANDUM**  
NO. 012, s. 2024

**TO:** Assistant Schools Division Superintendent  
SGOD/CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

**FROM:**   
**MARGARITO A. CADAYONA JR, PhD, CESO VI**  
OIC-Schools Division Superintendent

**SUBJECT:** **VALIDATION ON SHORTAGE AND EXCESS OF TEACHERS IN SCHOOLS**

**DATE:** January 9, 2024



1. This Office, through the School Governance and Operations Division (SGOD), is on the process of updating the profile of SDO Calbayog particularly on the status of teachers count in schools. In consonance to this, there will be a *Validation on Shortage and Excess of Teachers* on **January 11, 2024** at the **Division Conference Hall**.
2. The participants to this activity are the CID and SGOD Chiefs, SEPS for Planning & Research, Planning Officer, HRMO Designate and School Heads who shall report only on their schedule herein indicated:
  - Morning (9:00 AM) : Secondary School Heads
  - Afternoon (1:00 PM) : Elementary School Heads
3. School Heads are advised to bring their respective SF7 or the School Personnel Assignment List and Basic Profile as basis for teacher placement.
4. No fees will be collected. Food and travel expenses of the participants shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as the **Travel Authority** of the participants.
6. Immediate dissemination of and compliance with this Memorandum are desired.



**Project SHINES:** *Care to Shine!*