



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

February 7, 2024

**DIVISION MEMORANDUM**

No. 70, s. 2024

**CONSULTATIVE CONFERENCE WITH THE PUBLIC SCHOOLS DISTRICT SUPERVISORS, UNIT HEADS AND ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

TO : Division Chiefs  
Public Schools District Supervisors  
Section Chiefs/Unit Heads  
Administrative Officer II  
Administrative Assistant III  
Administrative Assistant II  
All Concerned


1. In compliance with the DepEd Order No. 002, s. 2024 "Immediate Removal of Administrative Tasks of Public School Teachers" and Regional Memorandum No. 104, s. 2024 "Immediate Deployment of All Non-Teaching Personnel Intended for Schools", the SDO Calbayog will be conducting a Consultative Conference with the Public Schools District Supervisor, Unit Heads affected by the implementation, Administrative Officer II, Administrative Assistant III and Administrative Assistant II at Division Conference Hall on February 12, 2024 :

- a. Public Schools District Supervisor, Unit Heads – 9:00 AM to 12:00 NN
- b. Administrative Officer II  
Administrative Assistant III  
Administrative Assistant II } - 2:00 PM to 4:00 PM

2. The activity aims to ensure that all concerned are informed and updated with the issuances and mandates relative to the deployment of the school-based personnel.

3. This Memorandum shall serve as the Travel Order of the participants.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

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



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