



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

June 6, 2024


DIVISION MEMORANDUM

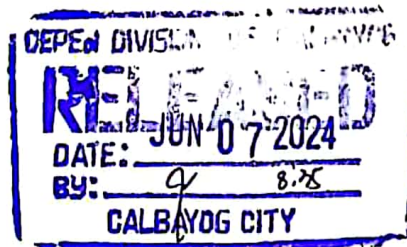
No. 309 S. 2024

**CALL FOR SCHOOL DATA ORGANIZING AND UPDATING OF TEACHER'S PROFILE
FOR SCHOOL YEAR 2024-2025**

To: Chief of Functional Divisions
Public School District Supervisors
School Heads
All Others Concerned

1. In preparation for the opening of classes for School Year 2024-2025, this office calls for submission of pertinent school data and updated Teacher's profile. The data and information required shall be used as an input for the following purposes;
 - a. To determine data on the shortage and excess of teachers in every school;
 - b. To establish a data base on the profile of teachers for easy and smooth referencing;
 - c. To serve as an input to data analysis for further intervention.
2. Enclosed are the templates for specific data needed. It is therefore expected that signatories are enjoined to verify and validate the correctness of data. Deadline of submission shall be on **June 15, 2024** through the office of the Planning and Research Unit of the Schools Governance and Operations Division (SGOD).
3. Immediate dissemination of this communication is desired.


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



Enclosure No. 2



Republic of the Philippines
 Department of Education
 REGION VIII-EASTERN VISAYAS
 SCHOOLS DIVISION OF CALBAYOG CITY

DISTRICT _____
 SCHOOL: _____

SCHOOL DATA

GRADE LEVEL	Total Number of Enrolment (SY 2023-2024)	Total Number of Promoted students based on SFS	Number of Teachers handling the Grade level	Specialization (for Secondary)		REMARKS (such as, but not limited to excess/shortage of teacher)	Total Number of Enrollees based on Early Registration
				Major subject	Actual Subject handled		
Elementary:							
Kindergarten							
1							
2							
3							
4							
5							
6							
Total							
Secondary JHS							
7							
8							
9							
10							
Total							
Secondary SHS							
11							
12							
Total							

NOTE: (Add rows if there are more than 1 section)

Prepared by:

 School Head

Verified Correct:

 Public School District Supervisor

Enclosure No. _____



Republic of the Philippines
Department of Education
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 SCHOOLS DIVISION OF CALBAYOG CITY

DISTRICT _____

SCHOOL: _____

TEACHER'S PROFILE

No.	Name of the Teacher	Position	Residence Address	Contact Number	Specialization (for Secondary)	Number of Years in Service	Number of Years in the current station	Latest Performance Rating (Numerical)	Outstanding Accomplishment (Research/Innovation/Awards, and the like)	Special Cases (please check if applicable)				REMARKS (with LOI for transfer / excise teacher, etc.)
										Joining the Spouse (R44670)	Nursing Mother (PD 603)	Life in danger due to armed conflict hostilities	Poor Health condition	

Prepared by: _____
Administrative Officer II

Noted: _____
School Head

Verified Correct: _____
Public School District Supervisor