



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

June 02, 2024

DIVISION MEMORANDUM

No. 243, s. 2024

**MONTHLY MEETING OF THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT (OSDS)**

- To: Assistant Schools Division Superintendent
Legal Officer & Staff
Budget and Finance Officers & Staff
Information and Technology Officer & Staff
Administrative Officers & Staff (HR, Cash, Supply, Records & Gen Svs.)
All Others Concerned
1. A monthly Meeting with the Schools Division Superintendent will be conducted every 1st Tuesday of the month starting July to December 2024 at the Division Office Conference Hall.
 2. All OSDS officials and employees of the Legal, Budget & Finance, Information & Technology, Administrative (HR, Cash, Supply, Records & Gen Svs.) shall attend the said meeting to exchange as a group on team objectives, ongoing projects, and challenges encountered. Further, this will be a time to share knowledge, best practices, and celebrate the successes of the team likewise ensure that all participants are aligned with the DepEd MATATAG Agenda and other specific objectives that will ultimately lead to productive outcomes.
 3. Immediate dissemination and compliance of this memorandum are desired.



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