



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

24 September 2024

OFFICE MEMORANDUM

No. SD, s. 2024

**MEETING WITH SCHOOL HEADS ON SCHOOL PERSONNEL EXCESS AND SHORTAGE**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Administrative Officer V  
SDO HRMO Designate  
School Heads, Public Elementary Schools  
School Heads, Public Secondary Schools  
All Others Concerned

1. In line with the school heads' function of administering and managing school personnel and with the aim of attaining smooth implementation of the curriculum through equitable distribution of the teaching and non-teaching personnel to the public schools, a meeting with the school heads is scheduled in clusters on September 26 and 27, 2024 in four (4) designated venues within the Division of Calbayog City.
2. The purpose of the said meeting is to ensure that appropriate number of teachers and non-teaching personnel attend to the instructional and administrative activities of the public schools within the Division. Specifically, the meeting seeks to achieve the following tasks:
  - a. Validate the enrollment data submitted by the school heads and determine the school class sizes based on standards;
  - b. Validate the school personnel data and the number of personnel on official leave of absence kept by the SDO Administrative Office;
  - c. Discuss appropriate actions to concerns, issues and problems related to school personnel shortage and excess.
3. The participants in this meeting shall be the school heads, the district supervisors, the SDO HRMO Designate, the Administrative Officer V, the SGOD Planning Officer, the SGOD OIC-Chief, the OIC-Assistant Schools Division Superintendent and the OIC-Schools Division Superintendent.
4. The said meeting shall be conducted in four (4) separate venues; namely:
  - a. RLMSF SHS Lab Room for Tinambacan District School Heads – Sept 26, 2024 from 8:00 am to 11:30 am
  - b. OCES Multipurpose Bldg for Oquendo District School Heads – Sept 26, 2024 from 1:15 pm to 5:00 pm
  - c. SPCEs Multipurpose Bldg for Calbayog 4-6 District School Heads – Sept 27, 2024 from 8:00 am to 11:30 am
  - d. CCNHS Conference Hall for Calbayog 1-3 District School Heads – Sept 26, 2024 from 1:15 pm to 5:00 pm.
5. The district supervisors are requested to help ensure the venue is equipped with **LCD projector** and the meeting starts **on time**.



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Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)

Page 1 of 2

Website: <https://calbayogcity.deped.gov.ph/>

6. Travel and other expenses related to the said activity shall be charged to **School MOOE/Local Fund**, subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and compliance.

*TSR: [Signature]*  
**MARGARITO A. CADAYONA, JR., PhD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: None.  
Reference: None

To be indicated in the Perpetual Index  
Under the following subjects:

MEETING  
ADMINISTRATIVE

OSDS/September 24, 2024

