



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

April 29, 2025

**DIVISION MEMORANDUM**

No. 214, s. 2025

**ASSIGNMENT OF DISTRICT COORDINATORS FOR PARTNERSHIP AND  
DATA CONSOLIDATION ACTIVITIES**

TO : Asst. Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Elementary & Secondary School Heads  
All others concerned

1. In line with the goal of the **Social Mobilization and Networking Unit** to support schools in establishing effective partnerships and to facilitate the timely consolidation of reports and other data requirements, this Office hereby assigns the following personnel to serve as District Coordinators for their respective areas. They shall be the point persons for all partnership-related initiatives and data collection tasks:

DISTRICT	COORDINATOR/ IN-CHARGE	POSITION
Calbayog 1 Calbayog 2	Reggie C. Halabaso	PDO 1
Calbayog 3 Calbayog 4	Eliseo A. Amatoso	PDO 1
Calbayog 5 Calbayog 6	Aliza C. Borela-Roa	PDO 1
Oquendo 1 Oquendo 2	Carren Meryl A. Cabadsan	SEPS
Tinambacan 1 Tinambacan 2	Katherine A. Capalis	PDO 1
Oquendo 3 Tinambacan 3	Sharon D. Balza	EPS II



Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)  
Website: <https://calbayogcity.deped.gov.ph>



3. These assigned personnel are expected to carry out the following tasks, among others:

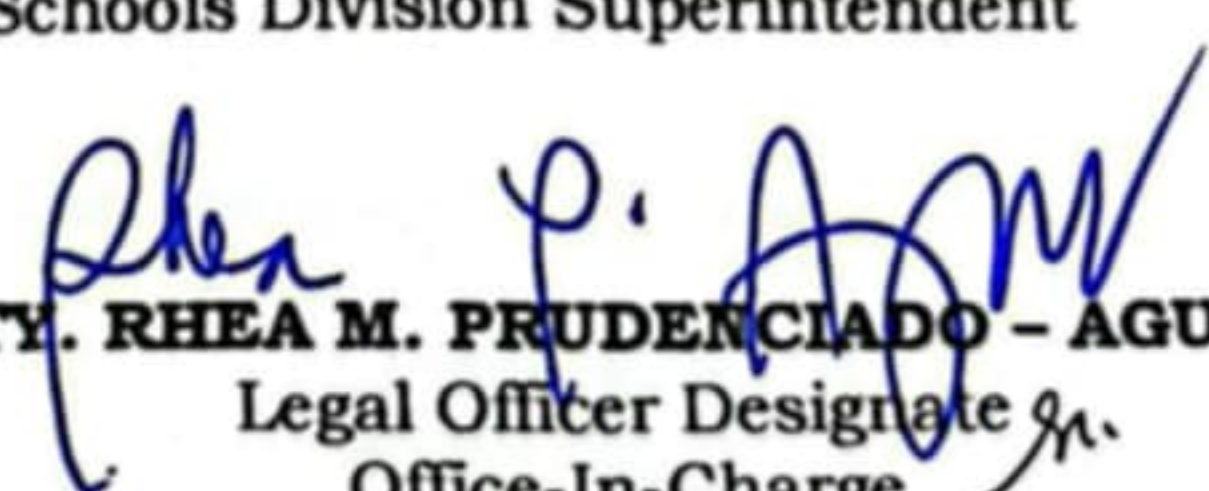
- a. Coordination and Consolidation of **DPDS Monthly Report** Submissions
- b. Consolidation of **Brigada Eskwela Accomplishment Reports**
- c. Submission of **Oplan Balik Eskwela Reports**
- d. Collection and updating of the list of **District and School Parents-Teachers Association (PTA) Officers**
- e. Execution of other partnership-related tasks as may be assigned by the Division Office

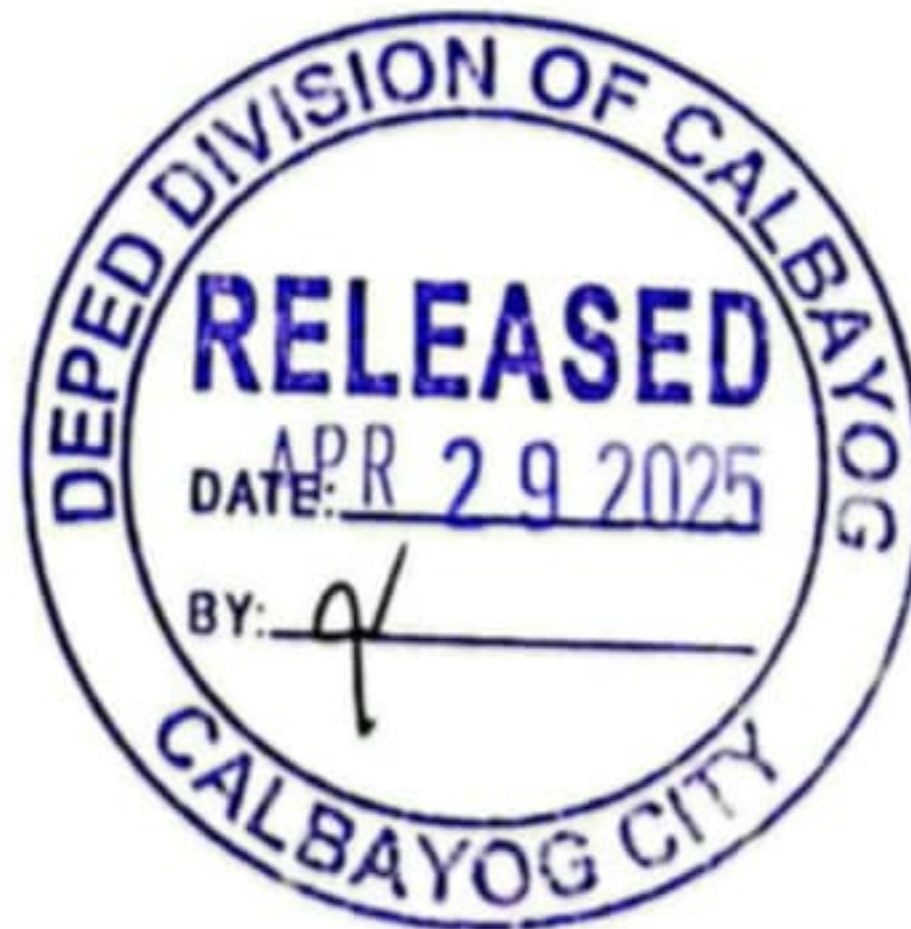
2. For questions and clarifications, you may contact **Ms. Carren Meryl A. Cabadsan Senior Education Program Specialist – Social Mobilization and Networking Unit @ 09763427843 or [socmob@calbayog.ph.education](mailto:socmob@calbayog.ph.education).**

3. Immediate dissemination of and compliance with this Memorandum is desired.

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

For the Schools Division Superintendent

  
**ATTY. RHEA M. PRUDENCIADO - AGUADO**  
Legal Officer Designate  
Office-In-Charge



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