



Republic of the Philippines  
Department of Education  
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

OFFICE MEMORANDUM

No. 023 s 2025

TO: School Head, Public Elementary Schools  
School Head, Public Secondary Schools  
School Administrative Officers  
All Others Concerned

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

DATE: June 11, 2025

SUBJECT: **CONSULTATIVE MEETING WITH SCHOOL HEADS ON TEACHER  
NEED AND EXCESS**



1. The school heads of DepEd Calbayog City are hereby informed of the Special Consultative Meeting with School Heads on Teacher Need and Excess to be held on June 18, 2025 (1:00 pm) to June 20, 2025 (12:00 noon) at the Division Conference Hall, this Division Office.
2. To address the need of teachers during the Opening of Classes on June 16, 2025 and onwards, the **school heads** and the **school administrative officers** are requested to download and accomplish the Teacher-Need-And-Excess Apps by providing the current enrolments and the present number of teachers in the school. The link to the said Apps is [https://bit.ly/TNE\\_Apps2](https://bit.ly/TNE_Apps2)
3. The accomplished Teacher-Need-And-Excess Apps shall be uploaded **not later than 5:00 pm of June 17, 2025** to give time for data consolidation. The same link should be used in the submission of the accomplished Apps.
4. The schedules of the said meeting at the SDO Conference Hall are the following:

a. June 18, 2025 (1:00 pm – 5:00 pm)	Tinambacan Districts I to III
b. June 19, 2025 (8:00 am – 12:00 pm)	Oquendo Districts I to III
c. June 19, 2025 (1:00 pm – 5:00 pm)	Calbayog Districts IV to VI
d. June 20, 2025 (8:00 am – 12:00 pm)	Calbayog Districts I to III
5. Traveling and other expenses of the participants shall be charged against School MOOE/School Fund, subject to the usual government accounting and auditing rules and regulations.
6. For guidance and compliance.