



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

August 7, 2024

DIVISION MEMORANDUM
NO. 404 S. 2024

VALIDATION OF SCHOOL TEACHER EXCESS AND SHORTAGE DATA

TO: Assistant Schools Division Superintendent
Chief, SGOD
SEPS, SGOD – Planning and Research
Planning Officer, SGOD – Planning and Research
Administrative Officer V, OSDS
Personnel Officer, OSDS
School Heads, Public Secondary Schools
School Heads, Public Elementary Schools
All Others Concerned

1. The school heads of the public elementary and secondary schools of this Division, together with the SDO personnel cited above, are hereby informed of the validation of the teacher excess and shortage data to be conducted on August 12 and 13, 2024 at the SDO Conference Hall, this Division.
2. To facilitate the validation activity, the school heads are highly requested to download the Apps, review the data in it and make the necessary corrections before uploading the computer-generated results. The Apps can be accessed through the following URLs:
 - a. https://bit.ly/Download_ExcessAndShortage2024
 - b. https://bit.ly/SubmissionForm_TeacherExcessAndShortage
3. The deadline for the submission/uploading of the computer-generated Excess and Shortage file is at 12:00 noon of August 11, 2024. The signed printout copy shall be collected right after the validation activity.
4. The validation groupings of school heads are the following:
 - a. IS, JHS & SHS School Heads - August 12, 2023 8:30 am – 12:00 nn
 - b. ES School Heads (Calbayog Districts) - August 12, 2023 1:30 am – 5:00 pm
 - c. ES School Heads (Oquendo and Tinambacan Districts) - August 13, 2023 8:30 am – 12:00 nn



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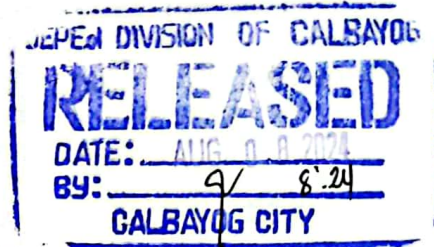




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5. Teacher placement/deployment planning with the SDO personnel cited above shall be conducted in the afternoon of August 13, 2024 at the Conference Hall, this Division Office.
6. Travel and incidental expenses incurred by the school heads during the conduct of the validation activity shall be charged against School MOOE/Local Fund, subject to the accounting and auditing rules and regulations.
7. Dissemination and compliance to this Memorandum are highly desired.

MARGARITO A. CADAYONA PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge



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