



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

Office of the Schools Division Superintendent

February 6, 2025

DIVISION MEMORANDUM

No. 094

PLANNING CONFERENCE ON SCHOOL VISIT OF EDUCATION SECRETARY SONNY ANGARA WITH OTHER TOP DEPED OFFICIALS TO SDO CALBAYOG CITY

To: Public Schools District Supervisors
 Education Program Supervisors
 Private & Public-School Heads (Secondary)
 All Others Concerned

1. As Part of the preparations for the upcoming school visit of Education Secretary Sonny Angara with other top DepEd officials to SDO Calbayog City, this Office, through the Curriculum Implementation Division (CID), a planning conference shall be conducted on the given dates.

DISTRICT	DATE	TIME	VENUE
Calbayog 4,5, & 6	February 7, 2025	1:00-5:00 pm	SPNHS Junior Campus
Tinambacan 1,2, & 3	February 10,2025	8:00-12:00 am	RLMSF
Oquendo 1,2, & 3		1:00-5:00 pm	Oquendo CES
Calbayog 1, 2, & 3	February 11, 2025	8:00-12:00 am	Calbayog City NHS

2. This activity aims to:
 - a. Discuss preparation and updates
 - b. Address issues, concerns, and recommendations to ensure school readiness.
3. The participants of the said planning conference are the following:
 - a. PSDSs and EPS District Adopters of the clustered districts
 - b. School Heads, Master Teachers, and Administrative Officer II.
4. The identified host venue is requested to prepare the hall with a sound system, OHP/TV, tables, chairs, and other needed equipment and materials.
5. All participants are directed to be at the venue on or before the scheduled time. The activity is loaded with a lot of inputs that need to be covered for a half day only.
6. This Memorandum serves as the **Travel Authority** of all participants.
7. All expenses incurred from this activity shall be chargeable against local /School MOOE and other sources of funds subject to usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this memorandum is expected.

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

ATTY. RHEA M. PRUDENCIADO-AGUADO
 Teacher III
 OIC-OSDS-Legal Services
 Office In-Charge

