



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

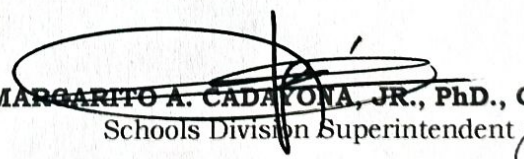
UNNUMBERED MEMORANDUM

October 20, 2025

**SPECIAL MEETING WITH THE ASSISTANT SCHOOL PRINCIPALS
HEAD TEACHERS AND TEACHERS-IN-CHARGE**

**TO: ASSISTANT SCHOOL PRINCIPALS
HEAD TEACHERS
TEACHERS-IN-CHARGE**

1. The field is hereby informed of the Special Meeting with the elementary and secondary school heads and department heads who are currently holding the positions of Assistant School Principal II, Head Teacher I, II, III, IV and V as well as those designated as Teachers-In-Charge at 1:00 o'clock in the afternoon of Thursday, October 23, 2025, at the SDO Conference Room, this Division Office.
2. The concerned school heads who are members of the subcommittees conducting the reclassification screening are requested to ask permission from their respective subcommittee chairpersons.
3. Moreover, the abovementioned personnel are requested to fill out the online form which can be accessed via **https://bit.ly/SpecialMeeting_Oct23** on or before 12:00 noon of Thursday, October 23, 2025.
4. Travel and other expenses of the abovementioned personnel relative to the activity shall be charged against **School MOOE**, subject to existing accounting and auditing rules and regulations.
5. For information and guidance.


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

