



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

January 12, 2025

DIVISION MEMORANDUM

No. 018, s. 2025

**DISTRIBUTION OF INDIVIDUAL CARDS FOR GROUP HMO**


TO : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Elementary & Secondary)  
Division/Unit Heads  
Teaching & Non-Teaching Staff  
Administrative Officer II  
All Others Concerned

1. This is to inform all concerned that the **Individual Cards for the Group HMO** will be distributed by the **Supply Officer** to the concerned **Division Office (DO) Proper employees** and the **Administrative Officer II of each school** at the **Division Office** starting **January 12 to 15, 2026**, following the schedule below:

- |                                |   |                  |
|--------------------------------|---|------------------|
| a. Division Office Proper      | - | January 12, 2026 |
| b. Calbayog 1 to 6 Districts   | - | January 13, 2026 |
| c. Oquendo 1 to 3 Districts    | - | January 14, 2026 |
| d. Tinambacan 1 to 3 Districts | - | January 15, 2026 |

2. Immediate dissemination and strict compliance with this Memorandum are directed.



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



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