



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

January 12, 2025

**DIVISION MEMORANDUM**  
No. 018, s. 2025

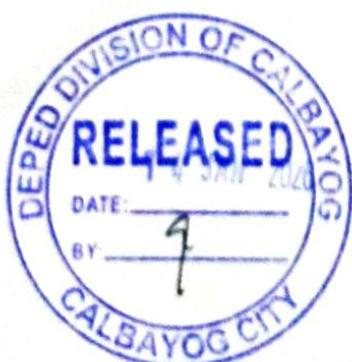
**DISTRIBUTION OF INDIVIDUAL CARDS FOR GROUP HMO**

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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