



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

January 12, 2025

DIVISION MEMORANDUM  
No. 012, s. 2025

**PROVISION OF TECHNICAL ASSISTANCE AND CONDUCT OF SCHOOL VISITS PER DISTRICT**

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 **Office of the Schools Division Superintendent (OSDS)** shall be providing **technical assistance to the field** and will be **visiting schools per district** based on the schedule indicated below.
2. The conduct of this activity is of vital importance to **support schools in the effective implementation of policies, programs, and projects**, ensure adherence to existing rules and guidelines, and **address administrative, financial, operational, and other school-related issues and concerns** raised by the field. This activity also aims to strengthen coordination between the Division Office and schools through on-site guidance and technical recommendations.
3. The **participants** of this activity shall be the **School Heads and Non-Teaching Employees** of the concerned schools. Their attendance is essential to ensure that issues and concerns are properly discussed and that the guidance provided by the OSDS is clearly understood and acted upon.
4. The **Public Schools District Supervisor (PSDS)** concerned shall **identify and coordinate the venue** for the conduct of the activity within the district.
5. Further, please be informed that the **OSDS personnel and all participants shall bring their own meals** during the conduct of the technical assistance activity.
6. The **schedule of school visits per district** is as follows:

District	Date	District	Date	District	Date
Calbayog 1	May 6, 2026	Calbayog 5	Apr. 8, 2026	Oquendo 3	Feb. 25, 2026
Calbayog 2	Apr. 29, 2026	Calbayog 6	Mar. 25, 2026	Tinambacan 1	Feb. 18, 2026
Calbayog 3	Apr. 22, 2026	Oquendo 1	Mar. 18, 2026	Tinambacan 2	Jan. 28, 2026
Calbayog 4	Apr. 15, 2026	Oquendo 2	Mar. 11, 2026	Tinambacan 3	Jan. 21, 2026

7. All concerned are enjoined to extend their full cooperation and ensure the availability of relevant documents and personnel during the scheduled visit.
8. Immediate dissemination and strict compliance with this Memorandum are directed.

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