



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

April 8, 2026

DIVISION MEMORANDUM

No. 158 S. 2026

**WORKSHOP ON THE UPDATING OF SCHOOL ENROLMENT DATA AND
PROFILE OF TEACHERS**

To: Public School District Supervisors
Elementary and Secondary School Heads
Planning Officer
Human Resource Management Officer
All Others Concerned

1. In preparation for the opening of classes for School Year 2026-2027, a **workshop** will be conducted on the **Updating of School data on enrollment and Teacher's profile** on the following schedule at the division conference hall:
 - A. April 16, 2026 - 8:00 AM to 12:00 PM = Calbayog 1, 2 & 3 districts
 - B. April 16, 2026 - 1:00 PM to 5:00 PM = Calbayog 4, 5 & 6 districts
 - C. April 14, 2026 - 8:00 AM to 12:00 PM = Oquendo 1, 2 & 3 districts
 - D. April 14, 2026 - 1:00 AM to 5:00 PM = Tinamabacan 1, 2 & 3 districts
2. The said activity shall be attended by the **School Head and no proxy shall be allowed.** They are advised to bring the following data:
 - A. School Form 5 of each section/grade level (SY 2025-2026)
 - B. Duly Filled-out Teacher's Profile (see attached enclosure)
3. Immediate dissemination of this communication is desired.


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



TEMPLATE A



Republic of the Philippines
Department of Education
 REGION VIII-EASTERN VISAYAS
 SCHOOLS DIVISION OF CALBAYOG CITY

DISTRICT _____

SCHOOL: _____

TEACHER'S PROFILE

No.	Name of the Teacher	Position	Residence Address	Contact Number	Specialization (for Secondary)	Number of Years in Service	Number of Years in the current station	Latest Performance Rating (Numerical)	Outstanding Accomplishment (Research/Innovation/ Awards, and the like)	Special Cases (please check if applicable)				REMARKS (with LOI for transfer/ excess teacher, etc)
										Joining the Spouse (R44670)	Nursing Mother (PD 603)	Life in danger due to armed conflict hostilities	Poor Health condition	

Prepared by: _____
 School Head

Verified Correct: _____
 Public School District Supervisor