




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

Office of the Schools Division Superintendent

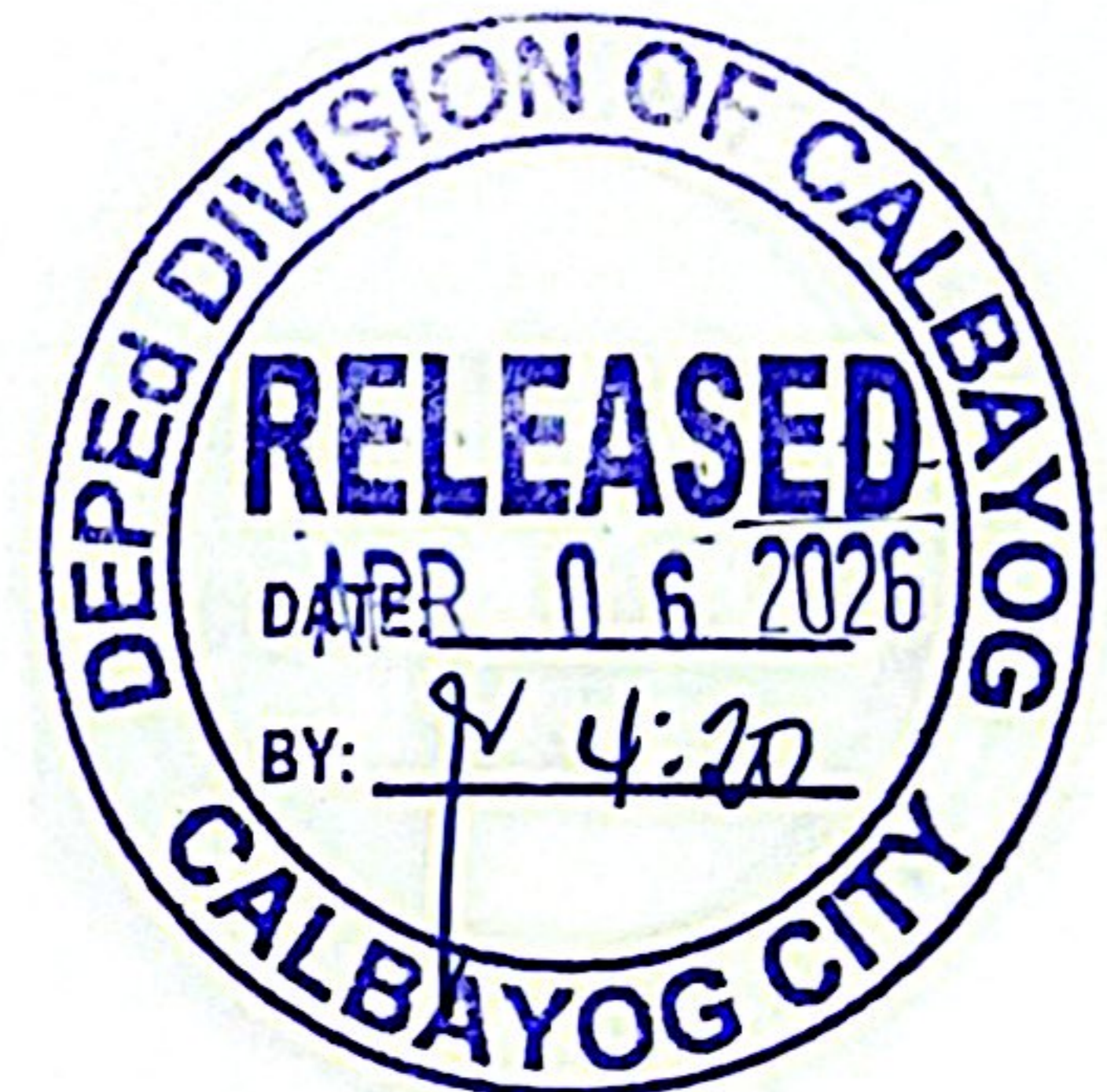
UNNUMBERED MEMORANDUM

TO: Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads

FROM:  **MARGARITO A. GADAYONA, JR. PhD CESO VI**
Schools Division Superintendent

DATE: April 6, 2026

SUBJECT: **NOTICE OF SPECIAL MEETING**



The abovementioned officials are hereby requested to attend a meeting on **April 8, 2026, 9:00 AM** at the **Division Office Conference Hall** to discuss the following agenda:

Agenda:

1. Creation of Committee on the Transfer of Teachers
2. Timelines on the Transfer of Teachers
3. MOOE Management of School Heads
4. ECP Funding
5. Automation on the Processing of Form 7
6. Other Matters

Attendance and punctuality are highly enjoined to ensure proper coordination, alignment of processes, and timely implementation of the above-mentioned concerns.

Immediate dissemination of this Memorandum is desired.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>