



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

**DIVISION MEMORANDUM**

**June 18, 2026**

No. 226, s. 2026

**MEETING WITH SCHOOL HEADS ON EXCESS AND SHORTAGE  
 OF TEACHERS, CLASSROOMS AND CHAIRS**

**TO: School Heads, Elementary and Secondary Schools  
 District Heads / District Supervisors  
 Ma. Marlie M. Mendoza, SGOD Planning Officer  
 Galina O. Panela, SEPS SGOD P&R  
 Grace S. Pagunsan, Administrative Officer V  
 Jennifer C. Alvares, Administrative Officer IV  
 All Others Concerned**

1. The School Division Office (SDO) of Calbayog City hereby directs all elementary and secondary school heads to attend the Special Meeting on June 23 - 25, 2026 to determine the course of action and formulate strategies to solve the problems of excess and shortage of teachers, classrooms and chairs. Host districts will determine and communicate with this Office the specific venues within their respective districts not later than 12 o'clock of June 22, 2026.

2. The district groupings together with the hosting assignments are as follows.

a. June 23, 2026 8:00 am – 11:00 nn	Tinambacan 2 & 3 Districts	Tinambacan 2 District
b. June 23, 2026 1:00 pm – 4:00 pm	Tinambacan 1 & Oquendo 1 Districts	Oquendo 1 District
c. June 24, 2026 8:00 am – 11:00 nn	Oquendo 2 & 3 Districts	Oquendo 2 District
d. June 24, 2026 1:00 pm – 4:00 pm	Calbayog 5 & 6 Districts	Calbayog 6 District
e. June 25, 2026 8:00 am – 11:00 nn	Calbayog 3 & 4 Districts	Calbayog 3 District
f. June 25, 2026 1:00 pm – 4:00 pm	Calbayog 1 & 2 Districts	Calbayog 2 District

3. The school heads are advised to download first the Excess and Shortage Apps and fill it out with true and correct data. The said Apps can be downloaded through the link: **[https://bit.ly/ExcessAndShortage\\_SDOCalbayog City](https://bit.ly/ExcessAndShortage_SDOCalbayogCity)**.



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4. The accomplished Excess and Shortage Apps shall be submitted online not later than 6:00 pm of June 22, 2026, for consolidation by the Office of the SDS.
5. The host districts are hereby advised NOT to provide food for lunch. Considering that the venue is within the host district, the school head participants are strongly encouraged to bring their own provisions.
6. For information and compliance.

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

