



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

DIVISION MEMORANDUM
No. 327 s. 2026

August 7, 2026

**DISCOURAGEMENT OF ATTENDANCE AT UNAUTHORIZED DISTRICT OR
CLUSTER MEETINGS AND PROTECTION OF SCHOOL MOOE**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit and Section Heads, OSDS
School Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Division Management Committee (DivManCom) Meeting serves as a regular platform for management and school heads to discuss challenges and performance in implementing DepEd programs at the school level. Unauthorized separate district or cluster meetings without official sanction from the Schools Division Office (SDO) certainly defeats the purpose of the main DivManCom gatherings.
2. Attendance at these uncoordinated meetings frequently results in unnecessary out-of-pocket or travelling expenses for school heads. Such expenses are often improperly or forcibly charged against limited School Maintenance and Other Operating Expenses (MOOE), compromising core school operations, minor repairs, and instructional materials.
3. In view of judicious, economical, and efficient use of public funds, this Office reiterates that School Maintenance and Other Operating Expenses (MOOE) must be prioritized for **direct instructional programs, basic school maintenance, and essential student learning needs.**
4. To safeguard school resources and ensure fiscal responsibility, attendance at official functions must be strictly regulated. School heads attending unauthorized district or cluster meetings will be marked as absent without official leave (AWOL).
5. Public Schools District Supervisors (PSDS) are directed to monitor their respective districts and ensure strict compliance with this Memorandum.



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



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

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