



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

August 12, 2026

OFFICE MEMORANDUM

No. 049, s. 2026

**PLANNING CONFERENCE ON THE TURNOVER, SEND-OFF, AND
WELCOME CEREMONY FOR THE HEAD OF OFFICE**

TO : Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors / District In-Charge
Section and Unit Heads
All Others Concerned

1. In view of the official reassignment and transition in the leadership of the Schools Division Office (SDO) of Calbayog City, a **Planning Conference** shall be conducted on **August 13, 2026, at 8:00 AM** at the **SDO Conference Hall, Calbayog City**.
2. The activity aims to organize committees, delineate tasks, and finalize the program and logistics for the upcoming Turnover, Send-off, and Welcome Ceremony in honor of the outgoing and incoming Heads of Office.
3. The expected participants in this planning conference are the following:
 - Chief Education Supervisors (CID & SGOD)
 - Education Program Supervisors (EPSs)
 - Public Schools District Supervisors (PSDss) / District In-Charge
 - Section and Unit Heads of the three (3) functional divisions
4. Attendance of all concerned personnel is **mandatory**. Promptness is highly expected to ensure the smooth and organized execution of the activity.
5. Immediate and wide dissemination of this Memorandum is desired.



[Signature]
JUN NILOU D. DULFO PhD

OIC-Asst. Schools Division Superintendent

Enclosure: *None*

To be indicated in the **Perpetual Index Under** the following subjects:
OSDS PLANNING CONFERENCE