



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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September 25, 2023

**DIVISION MEMORANDUM**

No. 301, s. 2023

**ADDENDUM TO DIVISION MEMORANDUM NO. 295, S. 2023 re:  
PLANNING WORKSHOP ON THE PLACEMENT OF DETAILED AND EXCESS  
TEACHERS IN THE DIVISION OF NORTHERN SAMAR**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/District In-Charge  
Unit/Section Heads  
School Heads/TIC  
All Others Concerned

1. In addition to No. 4 of Division Memorandum No. 295, s. 2023 re: Planning Workshop on the Placement of Detailed and Excess Teachers in the Division of Northern Samar, the District Heads are included as participants.
2. District Heads should bring the Profile of Schools such as: Number of Teachers, number of enrolment, number of classes.
3. District Heads are further advised to lead the pre-planning workshop on the Placement of Detailed and Excess Teachers in their respective district.
4. Other provision on the abovementioned memorandum shall remain in effect.
5. Immediate dissemination of and compliance with this Memorandum are desired.

**GAUDENCIO C. ALJIBE JR, PhD, CESO VI**  
OIC - Schools Division Superintendent

