



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID - 2025 -0176

To: Janette G. Veloso, EdD, CESO VI-Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD, Chief – Curriculum Implementation Division
Adones B. Layaguin, EdD, Matrix EPS
Ronnie A. Publico, Public Schools District Supervisor
All School Heads
All Others Concerned

Subject: **TALAINGOD DISTRICT SCHOOL HEADS REGULAR ADMINISTRATORS' MEETING FOR CY 2025**

Date: February 7, 2025

1. To expedite the deliberation and action on matters of governance, curriculum implementation, and administration of concerns in schools and District Office, this Office allows Talaingod District to hold its Regular Administrators' Meeting every Friday. This schedule does not limit the concerned Public Schools District Supervisor from calling a special meeting if important concerns need to be purposively addressed.
2. The above mechanism aims to align goals and objectives from division to district, enhances communication, addresses urgent matters, fosters professional development, encourages accountability, supports strategic planning, celebrates successes, provides feedback and reflection, enhances school culture and timely preparation for upcoming events.
3. The school heads unable to attend the regular/ special administrators' meeting, if not on official business/ travel, are requested to submit a written explanation for their absence.
4. Travel, meals and other incidental expenses of the onsite participants shall be chargeable against School Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
5. The Equal Opportunities Principle (EOP) shall be always observed in the process where all individuals are fully recognized regardless of gender, position, religion, disability, ethnicity, and political affiliations or other similar factors/ personal circumstance.
6. Wide dissemination of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

ROSALINDA N. DIONIO
Administrative Officer V

2-10-25
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Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 216-0188

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte