



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025-0240

To: Janette G. Veloso, EdD, CESO VI, Assistant Schools Division Superintendent
Eduard C. Amoguis, EdD, Chief- Curriculum Implementation Division
Reynaly G. Santos, P-III, District Coordinating Principal, Kapalong West District
All Elementary, Secondary, and Integrated School Heads Kapalong West District
All District Subject Coordinators of Kapalong West

Subject: **KAPALONG WEST DISTRICT SCHOOL HEADS' PLANNING CONFERENCE**

Date: February 24, 2025

1. In consonance with the upcoming Division Festival of Talents, this Office informs the conduct of the Kapalong West District School Heads' planning conference on February 25, 2025, 8:00 AM at Kapalong West District Office, Gabuyan, Kapalong, Davao Del Norte.
2. Travelling expenses relative to this activity shall be charged against school MOOE/ School local funds, subject to usual government accounting and auditing rules and regulations.
3. Further, NO DISRUPTION of classes shall be observed during the conduct of the activity based on DepEd Order No.9 s.2005, (Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith).
4. Furthermore, the Equal Opportunities Principle (EOP) shall always be observed in participating in this activity, where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
5. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

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