



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Office of the Schools Division Superintendent

February 17, 2022

DIVISION MEMORANDUM

No. 184, s. 2022

**ASUNCION DISTRICT REGULAR MEETING SCHEDULE**

To: All Elementary and Secondary School Heads of Asuncion District

1. Asuncion District sets every third Tuesday of the month as the regular meeting of all School Heads in the elementary and secondary.
2. The regular meeting shall observe the basic parliamentary procedure purposely to make the proceeding orderly.
3. In cases that there are urgent matters that need the presence of School Heads and if there will be an activity that falls on a Tuesday, the public Schools District Supervisor has the authority to call for a special meeting.
4. Travel expenses of School Heads incurred relative to this activity shall be charged to any local funds or school MOOE subject to the usual accounting and auditing rules and regulations.
5. Adherence to the IATF Protocols is required to strictly observe the health protocols during this time of pandemic.
6. The Equal Opportunity Principle (EOP) shall be always observed in the conduct of the said activity where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliation is recognized.
7. The School Heads who fail to attend the district meetings shall submit an explanation letter to the Public Schools District Supervisor.
8. Widest dissemination of this memorandum is desired.

*[Signature]*

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

