



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

Office of the Schools Division Superintendent

March 7, 2022

DIVISION MEMORANDUM  
No. 310, s. 2022

**QUARTERLY FACE-TO-FACE MEETING OF ELEMENTARY AND  
SECONDARY ENGLISH COORDINATORS OF KAPALONG WEST DISTRICT**

To: Elementary and Secondary School Heads Concerned  
District Elementary and Secondary English Coordinators

1. Please be informed that there will be a Face-to-Face Meeting of Elementary and Secondary English Coordinators of Kapalong West District at Gabuyan Central Elementary School on March 15, 2022 at 8:30AM-12:00NN.
2. Participants of the meeting are the following:  
  
District Elementary English Coordinators - 11  
District Secondary English Coordinators - 4
3. The agenda of the face-to-face meeting are the following:
  - a. Election of new set of English Coordinators' Group officers
  - b. Finalization of District Action Plan
  - c. Schedule of Quarterly Meeting
  - d. Quarterly Report of Proficiency Level and Least Mastered Competencies
  - e. Accomplishment Report for SY 2021-2022
  - f. Target Setting for SY 2022-2023
  - g. Learning and Development Activities
  - h. Other Matters
4. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directive set forth by this office. Further, health protocols shall be observed at all times.
5. Immediate dissemination of this memorandum is desired.

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

For the Schools Division Superintendent

**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent

