



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. 311, s. 2022

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

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

1. Please be informed that there will be a Virtual Meeting of Elementary and Secondary English Coordinators of Talaingod District on March 15, 2022 at 8:30AM-12:00NN via Zoom. The link shall be sent to the participants a day before the scheduled meeting.
2. Participants of the meeting are the following:  

District Elementary English Coordinators	- 34
District Secondary English Coordinators	- 15
3. The said virtual meeting will be facilitated by the District English Coordinators:
  - 3.1 Tristan June C. Intong – Elementary
  - 3.2 Marjorie Joy N. Anino – Secondary
4. The agenda of the virtual meeting are the following:
  - a. Updating the List of District English Coordinators
  - b. Schedule of Quarterly Meeting
  - c. Quarterly Report of Proficiency Level and Least Mastered Competencies
  - d. Target Setting for SY 2022-2023
  - e. Accomplishment Report for SY 2021-2022
  - f. Learning and Development Activities
  - g. Other Matters
5. 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.
6. 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

