



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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By: \_\_\_\_\_

**Office of the Schools Division Superintendent**

March 28, 2022


DIVISION MEMORANDUM

No. 418, s. 2022

**MONITORING AND TECHNICAL ASSISTANCE TO KAPALONG COLLEGE OF TECHNOLOGY RELATIVE TO ITS IMMERSION PROGRAM FOR SENIOR HIGH SCHOOL**

To: Dr. Rebecca C. Sagot, Assistant Schools Division Superintendent  
Dr. Eduard C. Amoguis, Chief EPS, Curriculum Implementation Division  
Dr. Grace Santa T. Daclan, Education Program Supervisor  
Dr. Medos O. Jala, Education Program Supervisor  
Ms. Marilyn Sumicad, Education Program Supervisor  
Dr. Evelyn Grace H. Labasan, Education program Supervisor  
Ms. Marlyn A. Publico, Education program Supervisor  
Mr. Marlon Ebrado, Public Schools District Supervisor, Kapalong  
Mr. Tito Benegian, Principal, KCTI, Kapalong

1. Relative to the School-Based Work Immersion request of Kapalong College of Technology, Inc., this office allows the above-mentioned Curriculum Implementation Division Technical Assistance Team to conduct an on-site technical assistance on April 1, 2022, at Kapalong College of Technology, Inc. Moreover, report of the said activity shall be submitted to the Office of the Schools Division Superintendent.
2. The participants are requested to observe the Health Protocols prescribed by the IATF during this pandemic time.
3. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
4. Travel and other incidental expenses to be incurred during the said activity are chargeable against local funds subject to the usual accounting and auditing rules, and regulations.
5. Please be guided accordingly.

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



**KAPALONG COLLEGE OF TECHNOLOGY, INC.**

Purok 10-A Poblacion Maniki, Kapalong, Davao del Norte.  
Email Address: kcti.kapalongdnt@yahoo.com

March 16, 2022

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent  
Division of Davao del Norte  
Mankilam, Tagum City

DEPT. DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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Date: 3-17-22 22-7235-B  
By: \_\_\_\_\_

Dr. Silva:

Good day!

This is to respectfully inform your end that the Kapalong College of Technology Inc. will be conducting face to face work immersion of the Senior High School graduating students in the respective school (KCTI)

In connection with this, the KCTI Board of Trustees and the Principal has approved the undersigned in compliance with the guidelines set by the Inter-Agency Taskforce for COVID-19. Moreover, it will give convenience to the teachers to monitor their students as well as the students will be given direct instructions for their development.

Attached here is a photocopy of the guidelines for conducting the immersion. This set of guidelines is designed to attain peaceful and productive learning on the part of the students.

Thus, Julie Mae R. Alejandro, Work Immersion Coordinator with its Principal, Tito L. Benegian, MPSDE-EM together with the BOT will be coordinating with your office with regards to this matter.


We are hoping for your approval in helping our students become more hands-on and competent in this changing society. Thank you so much.

Wishing you God's guidance, good health, and felicity.

Respectfully yours,

  
**JULIE MAE R. ALEJANDRO**  
Immersion Coordinator

Noted by:

  
**TITO L. BENEGIAN, MPSDE-EM**  
Principal